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PROPOSED PROGRAMME AND BUDGET FOR THE BIENNIUM 1998/1999

Note by the Secretariat

1. Document A/AC.241/65, submitted to the INCED at its tenth session, contained preliminary proposals for the programme of work for 1998/1999 of the Conference of the Parties (COP) of the Convention to Combat Desertification (CCD), its subsidiary bodies and the Permanent Secretariat, and also for the related organization and structure of the Permanent Secretariat. The INCED adopted decision 10/4, whereby it requested the interim secretariat:

- (a) to circulate, at least ninety days prior to the first session of the COP, necessary draft decisions related to the programme of work and budget of the COP, as well as detailed budget estimates for the biennium 1998/1999; and
- (b) in so doing, to act on the basis of documents A/AC.241/65 and A/AC.241/46, and to take full account of comments made on this subject by delegations at the tenth and earlier sessions of the INCED, as well as any comments from Member States received by 15 February 1997.

2. Written comments made pursuant to decision 10/4 were received from Australia, Switzerland, the European Union, and the Group of 77 and China.

3. In preparing and submitting the first programme and budget for the Convention, account needs to be taken of General Assembly resolution 51/180, which affects the budget process, its format and its content. In that resolution, the General Assembly requested the Secretary-General, subject to the decision of the COP at its first session, to consider:

- (a) authorizing the secretariat established pursuant to General Assembly resolution 47/188 to act as a secretariat for the transition period following the first session of the COP until the Permanent Secretariat designated by the COP begins operating, which should not be later than 31 December 1998; and
- (b) maintaining the arrangements within the current programme budget for the interim secretariat to support the Convention beyond the first session of the Conference of the Parties until the Permanent Secretariat begins operating, which should not be later than 31 December 1998, and maintaining the arrangements regarding the extrabudgetary funds.

4. In pursuance of this resolution, the Secretary-General is making provision, in his programme budget proposals to the General Assembly for the biennium 1998/1999, for the maintenance until 31 December 1998 of current arrangements for the interim secretariat and for the extrabudgetary funds authorized by General Assembly resolution 47/188. The text submitted by the Secretary-General to the General Assembly will be made available to the COP at its first session.

5. General Assembly resolution 51/180, and the ensuing action by the Secretary-General, has established the following budgetary framework for the CCD for the biennium 1998/1999:

- (a) for 1998, the first year of the biennium, the current regime will continue, whereby the financial requirements for the Convention will be met, on the one hand, from the regular budget of the United Nations approved by the General Assembly and, on the other, from the two extrabudgetary funds established pursuant to resolution 47/188. Thus, the regular budget for 1998 will be considered and approved by the General Assembly; proposals for the use in 1998 of the two extrabudgetary funds also will be put to the General Assembly, and to the COP for its information.
- (b) in contrast, requirements for 1999 will be considered in their totality by the COP. These requirements will be embodied, in part, in a core budget set at a fairly predictable level and covering essential long-term operations, and in part in proposals for the use of the Supplementary Fund and the Special Fund defined respectively in rules 9 and 10 of the proposed financial rules.

6. As a result, the programme and budget proposals for the CCD for the biennium 1998/1999 must be separately presented, year by year. For 1998 they are contained, in part, in the Secretary-General's proposals to the General Assembly; as regards extrabudgetary funds, information will also be furnished in a separate document for the attention of the COP. For 1999 however, Addendum 1 to this document presents to the COP all requirements in their totality, identifying separately those proposed to be funded by the core budget and those which it is suggested be met by the Supplementary Fund and the Special Fund.

7. The programme and budget proposals also must take into account the recommendation made by the INCED, in decision 10/2, to the effect that the COP accept the offer of the Secretary-General of the United Nations to provide the administrative and support arrangements for the Convention Secretariat, and that the COP request the Secretary-General to so provide pursuant to Article 23 of the Convention. INCED decision 10/2 also recommended to the COP that it decide that the Permanent Secretariat "not be fully integrated into the work programme and management structure of any particular department or programme of the United Nations."

8. There may be some additional requirements in 1998 neither covered by the United Nations regular budget nor included in extrabudgetary fund proposals, and therefore at this stage not placed before COP, in the following four cases:

- (a) financing would be required in 1998 to operate any ad hoc panels established by the first session of COP pursuant to the recommendations of the CST. Related estimates would depend on the number of such panels, if any, the extent of their work and their membership;
- (b) requirements in 1998 related to the work of the Global Mechanism could derive from decisions which COP may take, at its first session, on the identification of the organization to host the Mechanism and the modalities of its operation;

- (c) depending on its timing, the relocation from Geneva to the country hosting the Permanent Secretariat may result already in 1998 in some expenditure in terms of removal and purchase of office furniture, equipment and supplies; of travel, removal and installation costs of Secretariat staff; of temporary assistance for double incumbency of some posts for short periods of time; and of rental of premises. It is possible, however, that part or most of these costs will be met from host government contributions, either general in nature or specifically earmarked for this purpose; and
- (d) the General Assembly is to consider, at its fifty-second session, the inclusion of the 1998 session of the COP and its subsidiary bodies within the regular calendar of meetings of the United Nations. It is assumed, in this document, that requirements for 1998 for this purpose will be met by the United Nations regular budget. Should this not be the case, alternative financing will be required in an estimated amount of \$1,000,000.

9. To the extent that firm financial requirements may emerge under any of the above headings, they shall be reported to COP for consideration and decision.

10. In taking action on the programme and budget for 1998 and 1999, the COP will need to take into account not only the submissions made in respect of each of the two years of the biennium, but also other action to be taken at its first session on related financial matters. An initial draft of a decision incorporating all such budget and financial matters will be circulated in document ICCD/COP(1)/2, which also contains the decisions recommended by the INCD to the COP.



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I. THE TRANSITION FROM THE INTERIM TO THE PERMANENT SECRETARIAT

1. In the transition from interim to permanent status, the nature of the work of the Secretariat is expected to experience a significant change: its main function has up to now been to support the intergovernmental negotiating process; henceforth, it will need to provide substantive support to the developing work programme of the Conference of the Parties (COP) and of its subsidiary bodies. The Secretariat will further be required to assist developing country Parties, on request, particularly those in Africa, in the preparation of their national, subregional and regional communications; to analyze, collate and present those communications so as to facilitate their consideration by the COP; to facilitate the consultative and coordination processes as set out in the relevant regional implementation annexes; to ensure coordination with the secretariats of other relevant bodies; and to assist in promoting public awareness of the Convention to Combat Desertification (CCD).

II. THE BUDGET CONTEXT

2. A considerable part of the work of the Secretariat, as described in the above paragraph, will be essentially country-driven, as foreseen in the Convention. It is, therefore, not possible to forecast in detail in 1997 the specific requests for assistance which will be made to the Secretariat for action in 1999. It is, however, reasonable to assume that the focus of the consultative and coordination processes might gradually shift from awareness raising to capacity building and, furthermore, that increasing emphasis will be placed on preparing, evaluating and reporting on the implementation process.

3. The difficulty in anticipating two years in advance the demands to be placed upon the Secretariat is likely to become a normal feature of the CCD budgetary process. It does, however, condition the content and presentation of the programme and budget, since a distinction arises between:

- (a) those resources required to service the COP and its subsidiary bodies and to maintain - in terms of staff and their direct supporting costs - a minimum capacity for planning, programming and evaluating support provided to affected country Parties on request; and
- (b) those resources required for specific support requested by affected country Parties.

4. Activities under (a) above would be funded from the "core" CCD budget; these activities and the related budget would be fairly predictable and require limited flexibility. Activities under (b) above would be funded by the Special Fund and, especially, by the Supplementary Fund envisaged in the proposed financial rules; the use of funds under this heading should provide for maximum flexibility, so as to allow for changes to be made in ongoing management reviews of these activities.

5. The proposed programme structure does not include estimated expenditures for the operating expenses of the Global Mechanism, which will be placed in a separate section of the core budget once the COP has decided on the modalities of the Global Mechanism. Otherwise, the programme structure reflects that proposed in document A/AC.241/65 as follows:

- (a) Policy making organs
- (b) Executive direction and management
- (c) Substantive support to the COP and its subsidiary bodies
- (d) Facilitation of implementation and coordination
- (e) External relations
- (f) Administration and systems support

6. It is suggested that the above six programmes constitute the "main appropriation lines" in terms of rule 6 of the proposed financial rules, within each of which the head of the Secretariat may make transfers between objects of expenditure. Transfers between such lines would be subject, in terms of rule 6, "to limits which the Conference of the Parties may set as appropriate." It is suggested that the head of the Secretariat be authorized, under that rule,

to make transfers between lines up to an aggregate limit of 15 per cent of the core budget, while not reducing any line by more than 25 per cent.

7. Programme texts and budget estimates for 1999 for each of the above programmes are provided hereunder. Each programme is headed by a summary table showing proposed expenditure, by object, for both the core budget and other voluntary funds. Total projected overall expenditure figures and income lines (without figures) are in a table at Annex I. As can be seen, there is still at this stage some uncertainty, not only as regards the use of the Supplementary and Special Funds, but also as concerns the core budget both in respect of expenditure (level of the working capital reserve and level of overhead payments to the United Nations) and in respect of income (contributions from the host Government and use, by the United Nations, of overhead payments to fund some posts in the Secretariat). It is therefore not yet possible to predict the final resulting net figure, which will be the basis for contributions from Parties. The number of posts proposed for each programme is listed in the text for that programme; an overall proposed staffing table is at Annex II. A summary table showing the distribution by object of expenditure of the proposed total costs is at Annex III. Finally, the proposed organization chart of the Permanent Secretariat in 1999 is at Annex IV.

8. The financial data in this document reflect standard costs in Geneva, as provided by the United Nations, and based *inter alia* on the United Nations assumed rate of exchange of 1.29 CHF per 1 USD. This rate will be adjusted, as and if required, in revised estimates to be submitted to the COP at its second session. It is further assumed that any cost differentials resulting from decisions by the COP on the location of the Secretariat will be considered separately under the relevant sub-item of the agenda of COP 1 and will be incorporated into the budget once a decision is taken on this issue. It should be recalled, in this regard, that an oral request had been made to the Secretariat, at the tenth session of the Intergovernmental Negotiating Committee for Desertification (INCD), to estimate the impact on the proposed budget of the relocation of the Secretariat to each of three possible permanent locations. This however has not been possible since there has not yet been developed a methodology to provide exactly comparable staffing costs and because some of the facilities contained in the respective offers cannot be translated into precise financial figures.

III. THE PROGRAMME AND BUDGET FOR 1999

A. POLICY MAKING ORGANS

(Legislative basis: CCD articles 22 and 24)

Summary of requirements for the programme (USD '000)

Object of expenditure	Core budget	Special Fund	Total
Temporary assistance for meetings	16.0	-	16.0
Overtime for UN conference staff	5.0	-	5.0
Travel of representatives from Parties	-	550.0	550.0
UN meeting services (comprising translation, interpretation, meeting and documents services)	937.8	-	937.8
Hospitality	10.0	-	10.0
General operating expenses	30.0	-	30.0
Total	998.8	550.0	1,548.8

(1) *Programme of work*

9. The proposed programme of work for the second and third sessions of the COP is on the draft provisional agenda of first session of the Conference of the Parties (COP 1), and consequently is not yet established. It is, however, reasonable to assume that the programme of work will include the standing items enumerated in paragraph 6 of document A/AC.241/46, and at least some of the specific items listed in paragraph 7 of that document. In essence, it is assumed that, over the biennium, COP will take up a mix of "standing" and "selected" items and, in particular, the progress made in the implementation of the Convention; the reports of the Committee on Science and Technology and of the Global Mechanism; the review of the financing of Convention implementation by multilateral agencies and institutions; conciliation procedures derived from Article 28, paragraph 6 of the Convention, and procedures and mechanisms to resolve questions on implementation in accordance with Article 27; and the financial performance of the COP and its Secretariat. The review of the implementation of the Convention could start to be taken up by COP 2 on the basis of oral statements; COP 2 would also need to consider the financial performance of the Convention and, in this connection, to approve revised budget estimates for 1999 which would take into account *inter alia*, the move of the Secretariat to its new physical location. At its third session, COP would review the implementation of the Convention in Africa, based on communications from Parties, in accordance with the procedures recommended to the COP in INCD decision 9/9. Furthermore, as provided by article 21, paragraph 7 of the Convention, COP would, at its third session, receive a report from the Global Mechanism and review its policies, operational modalities and activities. COP 3 will also be required to consider and approve the programme budget for the biennium 2000/2001.

10. For its part, the Committee on Science and Technology (CST) shall meet "in conjunction with the ordinary sessions of the Conference of the Parties" (article 24 of the Convention). Pursuant to INCD decision 10/11, a draft annotated agenda for the first session of the Committee has been prepared and is contained in document ICCD/COP(1)/CST/1. It can be assumed that the overriding priority for the CST will be to provide the COP information and advice on scientific and technological matters relating to combatting desertification and mitigating the effects of drought. In addition, the CST will need to oversee the maintenance of the roster of experts and the establishment of ad hoc panels needed to facilitate its work.

(2) *Budgetary requirements:*

Core budget

11. It is assumed that COP 3 and the CST will meet for a total of two consecutive weeks in 1999. The allocation of meetings during this period between the COP and the CST will need to be decided at a later stage in the light of the programme of work of each organ. Provision, therefore, will be required for two weeks of meeting services, allowing for two simultaneous meetings at any time during those two weeks (that is, twenty meetings per week, or forty meetings over the two-week period). Furthermore, provision will need to be made for the translation, processing and distribution of an estimated 500 pages of pre-session, in-session and post-session documentation. The full cost of related requirements in Geneva, comprising translation, interpretation, meeting and documents services, can be estimated at USD 937,800. Additional expenditures amounting to USD 61,000 are estimated in respect of temporary assistance for meetings (USD 16,000); overtime for conference servicing staff (USD 5,000); hospitality (USD 10,000 for official functions); and general operating expenses to cover the costs of communications (USD 6,000) and rental of computers and other office equipment (USD 24,000). Total core expenditures are thus estimated at USD 998,800.

Special Fund

12. It is expected that the participation in COP 3 of representatives of affected developing country Parties will be covered by the Special Fund envisaged in rule 10 of the proposed financial rules. On the basis of experience to date, related expenditures for 1999 can be estimated at USD 550,000.

Summary

13. In summary, therefore, total requirements for 1999 for this programme can be estimated at USD 1,548,800 of which USD 998,800 would be a charge to the core budget and the remaining USD 550,000 would be met from resources of the Special Fund.

B. EXECUTIVE DIRECTION AND MANAGEMENT

(Legislative basis: CCD article 23)

Summary of requirements for the programme
(USD '000)

Object of expenditure	Core budget	Supplementary Fund	Total
Staff costs	746.4		746.4
Other personnel related costs	19.0	-	19.0
Consultants	66.0	-	66.0
Travel of staff	110.0	-	110.0
Hospitality	4.0	-	4.0
Total	945.4	-	945.4

Summary of staff requirements for the programme

	Core budget	Supplementary Fund	Total
A. Professional category and above			
Head	1	-	1
D-2	1	-	1
P-4	1	-	1
Sub-total A	3	-	3
B. General Service Category	2	-	2
Total (A + B)	5	-	5

(1) Programme of work

14. The Head of the Permanent Secretariat will provide overall direction and coordination to the Secretariat, and support and advice to the COP and its subsidiary bodies. The Head will be accountable directly to the COP for the implementation of its policies and programmes of work and for the use of monies contributed by the Parties.

(2) *Budgetary requirements**Core budget*

15. As regards staffing, the Head would be assisted by a Deputy at the D-2 level; the office would comprise, in addition, a Special Assistant at the P-4 level and two General Service posts. The comparable current establishment also includes five posts (D-2, D-1 and three GS); one GS post is funded from the trust fund, and the other four posts by the regular budget of the United Nations. Related requirements for 1999, to be met from the core budget, are estimated at USD 746,400.

16. In addition, core budget requirements amounting to USD 199,000 are expected to arise in respect of general temporary assistance (USD 16,000 for 4 work/months of General Service staff) required for peak workload periods and for replacement of staff on sick or maternity leave; overtime for General Service staff arising from the sessions of the COP (USD 3,000); consultancies for expert services (USD 66,000 for 6 work/months including travel); travel of staff for consultative missions with administrative services of the United Nations Headquarters, with government authorities, intergovernmental bodies and non-governmental organisations (NGOs) on issues related to the Convention and for participation in activities of specialized agencies and UN programmes concerned with issues relating to the CCD (USD 110,000); and for hospitality (USD 4,000) tendered in the official interest of the CCD to members of delegations, Governments or NGOs, and officials of intergovernmental organizations.

Supplementary Fund

17. No expenditures are expected to arise in this programme under this heading.

Summary

18. Expenditures in 1999 for this programme are thus estimated at USD 945,400 to be met from the core budget.

C. SUBSTANTIVE SUPPORT TO THE COP AND ITS SUBSIDIARY BODIES

(Legislative basis: CCD article 23 (2) (a) as related to articles 22, 21 and 24)

Summary of requirements for the programme
(USD '000)

<i>Object of expenditure</i>	<i>Core</i>	<i>Supplementary Fund</i>	<i>Total</i>
<i>Staff costs</i>	758.2	-	758.2
<i>Other personnel related costs</i>	43.1	-	43.1
<i>Consultants</i>	66.0	-	66.0
<i>Travel of staff</i>	260.0	-	260.0
Total	1,127.3	-	1,127.3

Summary of staff requirements for the programme

	Core budget	Supplementary Fund	Total
<i>A. Professional category and above</i>			
<i>D-1</i>	1	-	1
<i>P-5</i>	2	-	2
<i>P-4</i>	1	-	1
<i>Sub-total A</i>	4	-	4
<i>B. General Service Category</i>	1	-	1
<i>Total (A + B)</i>	5	-	5

(1) Programme of work

19. In order to assist the COP and its subsidiary bodies in an effective manner, it is proposed that the Permanent Secretariat include a unit which would:

- (a) provide organizational support for the meetings of policy-making organs of the Convention, including responsibility for document preparation and control;
- (b) provide substantive support to the work programmes and sessions of the Committee on Science and Technology, including such ad hoc panels as may be established;
- (c) represent the Secretariat vis-à-vis, and interact with, the organization hosting the Global Mechanism;
- (d) more generally, provide support to the Conference of the Parties in respect of the latter's functions under article 21 of the Convention; and
- (e) provide to the Head of the Secretariat such legal advice as may be required.

20. As regards the organization of meetings and the preparation and control of documents, the Permanent Secretariat will make arrangements for, and provide services and documentation to, the meetings of the COP and its subsidiary bodies, and will compile and transmit reports submitted to it by Parties and organizations. The Permanent Secretariat will prepare draft annotated agendas and programmes of work for both the COP and the CST.

21. As regards support to the CST, the work programme of the CST, referred to in paragraph 10 above and to be decided by COP 1, evidently will condition and guide the related work of the Secretariat. In broad terms, the Secretariat shall:

- (a) act as such during meetings of the CST, and provide necessary meetings service to the CST and to such ad hoc panels as may be established by the COP;
- (b) prepare such studies and reports as may be requested by the CST;
- (c) supervise any intersessional work in support of the CST;
- (d) maintain and update the roster of independent experts approved by COP on the recommendation of CST; and

- (e) assist the CST in its linkage with the scientific community, and maintain related contacts with relevant governmental and intergovernmental institutions of both national and international scope.

22. Possible decisions to be taken by COP 1, on the recommendation of CST, to establish ad hoc panels will no doubt bear upon the work programme of the Secretariat. Thus, under article 25 of the Convention, the CST shall, under the supervision of the COP, provide for the undertaking of a survey and evaluation of relevant existing networks, institutions, agencies and bodies willing to become units of a network to support implementation of the Convention. It is anticipated that the first session of the Conference of the Parties will commission an organization or organizations, in accordance with the recommendation contained in INCD decision 10/10, to carry out such a survey and evaluation and to report to the second session of the COP; the conduct of the work will be coordinated by the Secretariat. The COP may request a group of experts, possibly meeting in the form of an ad hoc panel, to review the survey and make recommendations to the COP leading to decisions on any subsequent phases of the survey, which may eventually need to be reflected in the budget for 1999.

23. Another important part of the work programme in 1999 in the substantive area will likely concern benchmarks and indicators; the INCD has entrusted the Secretariat with establishing and continuing an informal open-ended consultative process on this subject (INCD decisions 9/12 and 10/9). Further possible subjects to be entrusted to ad hoc panels could be the development of a methodology to establish an inventory of relevant research which could facilitate the setting up of research priorities on a global and regional basis, and inventories of traditional knowledge.

24. The draft terms of reference of the CST provide (INCD decision 9/10, paragraph 7) that "The Committee shall adopt a programme of work, which should include estimates regarding its financial implications. The programme of work shall be subject to approval by the Conference of the Parties." In the light of this provision, the Secretariat will, as required, assist the CST in the preparation of the financial estimates of its decisions. Pending, however, specific decisions on this matter, no budgetary provision is made in this document for possible meetings and work of ad hoc panels or expert groups. In accordance with normal budgetary processes, such estimates, when approved by the COP, shall be incorporated into the final approved budget.

25. As concerns assistance to the CST in its liaison with the scientific community (paragraphs 10 and 11 of the draft terms of reference of the CST), the Secretariat could provide support by assembling and providing to the CST an inventory of the services and information provided by relevant national, international, intergovernmental and non-governmental organizations, and also by maintaining the roster of experts.

26. Finally, the requirement for legal advice will arise from the variety of national and international instruments in the context of which the Secretariat will be called upon to cooperate; from the need to administer the headquarters agreement to be concluded with the Government of the country hosting the Secretariat, as well as the arrangements deriving from the institutional linkage with the United Nations; from the need to draw up agreements with the Governments hosting meetings of the COP; and from issues regarding procedures for the resolution of questions regarding implementation (CCD article 27) and from conciliation procedures for the settlement of disputes (CCD article 28).

(2) *Budgetary requirements:*

Core budget

27. It is proposed that the Secretariat unit established under this programme be headed by an officer at the D-1 level and comprise three other Professional (two P-5 and one P-4) and one General Service post. Two Professional and the General Service post would provide support to the CST, and also such legal advice as may be required, while the remaining Professional post would work on Global Mechanism matters and in support of COP activities under Convention article 21. The comparable current establishment comprises four posts (two P-5, one P-3 and one General Service). Related core budget requirements for 1999 are estimated at USD 758,200.

28. In addition, core budget requirements amounting to USD 369,100 are expected to arise in 1999 in respect of general temporary assistance (USD 41,600 for 2 work/months of General Service staff and 4 work/months of Professional staff) required for peak workload periods and for replacement of staff on sick or maternity leave; overtime for General Service staff arising from the sessions of the COP (USD 1,500); consultancies for drafting specialized documents for the COP (USD 66,000 for 6 work/months including travel); travel of staff required for the substantive servicing of the COP (USD 190,000); and other travel of programme staff, *inter alia* to attend meetings of scientific bodies on issues of interest to the CST (USD 70,000).

Supplementary Fund

29. No expenditures for this programme are projected under this heading.

Summary

30. Expenditures in 1999 for this programme are thus estimated at USD 1,127,300 to be met from the core budget.

D. FACILITATION OF IMPLEMENTATION AND COORDINATION

(Legislative basis: CCD articles 23 (2) (b) and (c); 26 (1), 26 (6) and 26 (7); 22 (2) (a) and (b); Regional implementation annexes for Africa (article 18 (4)), Asia (article 8 (3)); and Latin American and the Caribbean (article 7 (2)); Northern Mediterranean (article 3); INCD decision 9/9)

Summary of requirements for the programme
(USD '000)

Object of expenditure	Core	Supplementary Fund	Total
Staff costs	1,748.8	391.6	2,140.4
Other personnel related costs	62.4	-	62.4
Consultants	44.0	590.0	634.0
Travel of participants and representatives	-	1,470.0	1,470.0
Travel of staff	150.0	517.0	667.0
Contractual services	-	85.0	85.0
Grants	-	3,985.0	3,985.0
Total	2,005.2	7,038.6	9,043.8

Summary of staff requirements for the programme

	Core budget	Supplementary Fund	Total
A. Professional category and above			
D-1	1	-	1
P-5	3	-	3
P-4	3	-	3
P-3	2	-	2
P-2/P-1	-	4	4
Sub-total A	9	4	13
B. General Service Category	4	-	4
Total (A + B)	13	4	17

(1) Programme of work

31. The general objectives of this programme are:

- (a) to assist the COP in its review of the implementation of the Convention;
- (b) to promote international cooperation in the implementation of the Convention; and
- (c) to assist affected developing country Parties, upon request, in meeting their obligations as set out in the Convention.

32. In respect of (a) above, and consistent with INCD decision 9/9 (paragraphs 16-19), the Secretariat will, beginning with the third session of the COP, receive and compile the summaries of reports provided by Parties and relevant organizations under the Convention; and will, on that basis, prepare syntheses of the reports, setting out the trends emerging in the implementation of the Convention. A report shall also be prepared summarizing the conclusions of the review process.

33. In respect of paragraph 31 (b) and (c) above, the Secretariat will facilitate assistance, on request, to affected developing country Parties, particularly affected African country Parties, in compiling and communicating information. The Secretariat will also facilitate, as provided in the relevant regional implementation annexes, the promotion of an enabling environment, as well as the convocation of consultative and coordination processes at the national, subregional and regional levels, and will develop and maintain data bases of focal points related to the above activities.

34. Although the description which follows will be structured along regional lines, some introductory points are generally valid in regard to all four regions.

35. The Interim Secretariat has acquired since 1994 considerable experience about, and a fairly large data base on, activities leading to the preparation of action programmes at the national, subregional and regional levels. Thus in Africa, for example, the Secretariat has over this period provided financial and/or technical support to some thirty affected countries and to four subregions. In this as in other regions, support has included assistance given to mount public awareness campaigns; to improve the institutional framework, including the establishment of focal points and of national, subregional and regional coordination structures; to promote the exchange of experience; and

in general, to encourage the participatory and consultative process in the elaboration of action programmes.

36. It is reasonable to assume that support, as described in the above paragraph, will continue to be provided, all the more so since there still is wide disparity between countries and regions as regards the degree to which they have progressed in awareness raising, capacity building and the elaboration of action programmes. To the extent that such action programmes have already been elaborated, assistance may need to be provided to the related feedback and evaluation process. It is also clear that greater emphasis will gradually be placed on preparing and drafting implementation reports, and on related follow-up action.

37. Support thus provided by the Secretariat is always rendered at the request of affected Parties and organizations, as provided by CCD articles 23 (2) and 26 (7), and by the Regional Implementation annexes. Thus, the role of the Secretariat is limited to providing support, in as flexible and responsive a manner as possible, to activities initiated or undertaken by the requesting Parties. In so doing, the Secretariat will continue, to the maximum extent possible, to work in close contact and partnership with other concerned intergovernmental, governmental and non-governmental organizations.

38. In the light of the above, specific tasks of the Secretariat under this programme will continue to be focused on the provision of support, on request, in respect of:

- (a) awareness raising at the decision-making and local levels,
- (b) the strengthening of the institutional framework at the national, subregional and regional levels,
- (c) the consultative and coordination processes leading to the elaboration of action programmes,
- (d) the elaboration of action programmes with clearly defined objectives and, to the extent possible, supported by partnership agreements, and
- (e) the compilation and communication of information required under the Convention, including implementation reports.

39. It is evidently not possible to predict, two years in advance, specific requests for support to be received from affected Parties. Thus, it should be clear that the activities for 1999 financed from the Supplementary Fund and listed below in respect of each of the regions or on an interregional basis, and their translation into financial terms, are necessarily tentative and are provided ad exemplum, on the basis of previous experience. A more definite outline will be provided to the COP at its second session.

Interregional

40. In addition to, and in order to strengthen, the activities described below for each of the four main geographical regions, it will be necessary to ensure overall coordination between those regions on CCD matters, and to provide policy guidance and necessary monitoring and evaluation.

41. As regards specific activities at the interregional level, it is likely that joint interregional requests could emerge in terms of financial support to meetings of representatives of Parties and of expert groups to promote interregional cooperation. Thus, at the global level, support could be provided to permit the participation of a small number of representatives of developing countries in a meeting, or meetings, of Parties, to monitor the global progress of the consultative process. Support might also be provided for a meeting of national focal points to review the reporting, coordinating, consultative and monitoring functions of the Convention process. Finally, the possibility has been raised of conducting two workshops on the topics, respectively, of options for private sector involvement in combatting desertification and relationships

between climate change, biodiversity and desertification. The cost of these activities could be estimated at USD 410,000 including USD 40,000 in consultancies, USD 20,000 for travel of staff, USD 20,000 for external interpretation, USD 50,000 in grants and USD 280,000 for travel of participants.

Africa

42. At the national level, requests can be anticipated in respect of facilitating:

- (a) awareness raising activities to enable the launching of consultative processes and other national activities involving the local populations, national stakeholders and relevant partners (the cost for five meetings can be estimated at USD 75,000 including USD 50,000 in grants and USD 25,000 for travel of staff);
- (b) capacity building: strengthening of national structures, development of training programmes for focal points and project managers, and review of the existing legal and budgetary framework (this support would be provided in terms of funds for the recruitment of national consultants, for the travel abroad of experts and for grants to organize and conduct workshops. Related outlays are estimated at USD 440,000 including USD 60,000 for consultancies, USD 50,000 for travel of participants and USD 330,000 in grants);
- (c) grassroots and specialized NGO support to action programmes: conceptual design and editing of teaching materials; training courses; field visits and information-sharing, at an estimated cost for grants of USD 110,000;
- (d) information support: assistance to affected countries in compiling and communicating information on issues relating to the combat against desertification, and to the implementation of the Convention; facilitating the development of mechanisms for the collection and exchange of data; promoting the networking of CCD focal points and related partners, at an estimated outlay of USD 100,000 in grants; and
- (e) research programme support: assistance in the organization and convening of workshops on specific national research needs; setting up inventories of relevant national technical and research expertise; promoting the exchange of relevant research data between concerned national public, private, governmental and intergovernmental organizations; facilitating electronic networking of concerned academic and other institutions (related costs can be estimated at USD 100,000 including USD 90,000 in grants and USD 10,000 for consultancies).

43. At the subregional level, it should be recalled that a number of subregional organizations (Permanent Interstate Committee for Drought Control in the Sahel, Intergovernmental Authority and Development, Southern African Development Community, Union du Maghreb Arabe) have undertaken, in collaboration with the Secretariat, a number of significant activities towards the formulation of subregional action programmes. Future activities at the subregional level could be expected to include support towards:

- (a) facilitation of the consultative process, leading to partnership agreements, through subregional consultation involving all relevant partners, at an estimated cost of USD 340,000, covering travel of participants (USD 250,000) and of staff (USD 40,000), and external translation and interpretation (USD 50,000);
- (b) organization of awareness campaigns targeting relevant decision-makers and partners such as intergovernmental organizations and media, and the preparation of awareness raising material, involving the provision of grants (USD 150,000);

- (c) design of training programmes for task forces in the subregional organizations (USD 70,000 for consultancies and USD 40,000 in grants for a total of USD 110,000);
 - (d) promotion of synergy between national and subregional action programmes, in the light of transboundary planning (USD 60,000 in grants, USD 20,000 for travel of staff and USD 20,000 for consultancies for a total of USD 100,000);
 - (e) promotion of inter- or intra-regional cooperation through the initiation of integrated rural pilot projects (USD 100,000 in grants);
 - (f) establishment of a sustainable institutional networking related to the combat against desertification, at an estimated outlay in grants of USD 200,000;
 - (g) organization and convening of subregional meetings for each of the multidisciplinary scientific and technical consultative committees for the subregional organizations (USD 110,000 comprising USD 80,000 for the travel of participants, USD 10,000 for the travel of staff and USD 20,000 in grants);
 - (h) organization and convening of subregional workshops and seminars on specific subjects such as the role of women, the involvement of the private sector and the role of academic institutions, and subregional facilitation funds (USD 100,000 for travel of participants, USD 10,000 for travel of staff and USD 10,000 in grants for a total of USD 120,000);
 - (i) review and analysis of communications on the progress achieved by subregional organizations (USD 50,000 for consultancies); and
 - (j) participation of NGO representatives at intergovernmental subregional meetings, and the strengthening of NGO capacity to contribute to the subregional process (USD 300,000 comprising USD 80,000 for travel of NGO participants, USD 20,000 for travel of staff and USD 200,000 in grants).
44. At the regional level and with a view to develop the regional action programme process, the Secretariat could be expected to assist African partners through:
- (a) facilitation of the consultative process at the regional level, with the involvement of intergovernmental organisations, NGOs, major cooperating partners and the private sector (USD 40,000 for the travel of participants and USD 10,000 for travel of staff for a total of USD 50,000);
 - (b) support to the formulation and follow-up of the implementation of the Regional Action Programme in Africa (USD 200,000 in grants);
 - (c) assistance to organize a meeting of experts of various international institutions to promote harmonization at the regional level (USD 75,000 for travel of participants and USD 15,000 for travel of staff for a total of USD 90,000);
 - (d) facilitation, through the regional coordination unit, of access to information on appropriate technologies, know-how and experience; the elaboration of an information system on CCD activities; and the organization of a regional meeting to identify priority regional projects (USD 150,000 in grants);

- (e) facilitation, in close collaboration with other concerned organizations, of the preparation of thematic studies and of policy dialogue meetings on issues linked to implementation (USD 40,000 for consultancies, USD 20,000 for travel of participants and USD 5,000 for travel of staff for a total of USD 65,000);
- (f) support to the review and analysis of communications received on the progress achieved at the regional level in Africa in implementing the Convention, and to the publication of an activity report from Africa (USD 30,000 for consultancies and USD 20,000 in grants for a total of USD 50,000); and
- (g) support to NGO participation at intergovernmental meetings, and strengthening NGO capacity to contribute to the regional process (USD 35,000 for travel of NGO representatives, USD 5,000 for travel of staff and USD 100,000 in grants, for a total of USD 140,000).

Asia

45. At the *national* level, it is anticipated that requests for assistance could emerge under the following headings:

- (a) provision of substantive support to, and financing participation in, national awareness seminars in approximately ten countries (USD 110,000 in grants and USD 60,000 for travel of staff, or a total of USD 170,000);
- (b) design and implementation of four pilot projects for capacity building, possibly leading to partnership arrangements (USD 470,000, comprising USD 440,000 in grants and USD 30,000 for a consultancy to assist in the evaluation of the exercise);
- (c) development of a training module, at an estimated cost of USD 30,000 for consultancies, and support to the holding of a training workshop (USD 90,000 for travel of participants and USD 15,000 for travel of staff);
- (d) setting up of a model for information support to national action programmes through the establishment of a database and data collection system (USD 30,000 for consultancies);
- (e) translation of the CCD into three local languages (USD 15,000 for external translation); and
- (f) NGO support: encouraging the participation of NGOs in Convention activities at the national level through facilitating the holding of NGO forums; supporting the institutional capacity of NGOs to contribute to national action programmes; financing an NGO pilot project to enhance the role of women and youth in the implementation of the Convention, and to demonstrate step-by-step action in a consultative process leading from input at the local level to incorporation in the national action programme; and preparing local language material for use by NGOs on the world day to combat desertification (USD 200,000 in grants).

46. At the *subregional* level, in the light of experience it can be anticipated that requests for assistance might emerge for:

- (a) provision of substantive and financial support for two meetings of experts to develop a framework of subregional and interregional cooperation between countries at an estimated total cost of USD 120,000 (USD 100,000 in grants, USD 10,000 for consultancies and USD 10,000 for travel of staff); and

- (b) provision of support to NGOs with the objective of enhancing and coordinating NGO capacity to assist in the implementation of the CCD, by replicating success stories and raising awareness in areas of particular concern to NGOs, such as indigenous knowledge, local appropriate technologies and enhancing the role of women (USD 20,000 in grants and USD 21,000 for travel of staff for a total of USD 41,000).

47. At the regional level, requests for support might entail:

- (a) provision of substantive and financial support to an expert group/consultative meeting on the regional action programme for Asia (USD 40,000 for consultancies, USD 15,000 for travel of staff and USD 150,000 in grants for a total of USD 205,000, as well as support to NGO participation at an estimated cost of USD 30,000 for travel of NGO representatives);
- (b) support to NGOs through a project with objectives similar to those outlined at the subregional level in paragraph 46 (b) above (USD 41,000), including USD 20,000 in grants and USD 21,000 for travel of staff; and
- (c) support to a meeting of selected national focal points in Asia (USD 70,000, including USD 50,000 for travel of participants and USD 20,000 for travel of staff).

Latin America and the Caribbean

48. At the national level, it is anticipated that support would continue to be provided for:

- (a) preparation and holding of five awareness raising workshops (USD 100,000 including USD 50,000 in grants and USD 50,000 in travel of staff);
- (b) drafting of the national action programmes in five countries (USD 50,000 in consultancies);
- (c) capacity building in five countries, at an estimated cost of USD 100,000 in grants; and
- (d) NGO participation in the consultative process and the strengthening of the capacity of NGOs along the same lines as those described in paragraph 45 (f) in respect of Asia (USD 65,000 in grants).

49. At the subregional level, it is envisaged that support would continue to be provided to:

- (a) organization and holding of three subregional workshops, at an estimated total cost of USD 220,000, including USD 130,000 in grants, USD 65,000 for travel of participants and USD 25,000 for travel of staff;
- (b) NGO participation in the above, at an estimated cost of USD 55,000 including USD 40,000 for travel of NGO representatives and USD 15,000 for travel of staff; and
- (c) strengthening of the capacity of NGOs to participate in the subregional process (USD 120,000 in grants).

50. At the regional level, it can be anticipated that:

- (a) support will be provided to the Fifth Regional meeting of Latin American and Caribbean Countries, involving an outlay of USD 165,000 (USD 100,000 in grants, USD 40,000 for travel of participants and USD 25,000 for travel of staff);

- (b) support would further be provided to two regional workshops, with interagency participation, to set out the framework of future reports on implementation, at a total cost of USD 180,000 comprising grants (USD 100,000), travel of participants (USD 60,000) and travel of staff (USD 20,000);
- (c) NGO participation in the above meetings would be supported, at an estimated cost of USD 35,000 for travel of NGO representatives;
- (d) a regional coordinating unit will have been established in 1998 and will require support in 1999, in the form of grants in an amount of USD 100,000; and
- (e) grants in the amount of USD 50,000 would be provided to strengthen the capacity of NGOs to participate in the regional process.

Northern Mediterranean

51. In the light of article 9 of the applicable Annex, support to activities in this region does not include financial assistance to Parties. Substantive support will, however, be provided on request. One such example of substantive support can be envisaged in terms of preparatory activities to structure cooperation between neighbouring countries, involving some USD 20,000 in consultancies.

52. At the *national* level, support can be envisaged in terms of support to NGOs and awareness raising and information campaigns. Thus, in line with paragraph 65 below, an objective would be to raise awareness and generate interest through the sensitization of the public at large. Specific support could be provided through the holding of two NGO forums which would promote the institutional capacity of two NGOs to contribute to national action programmes; through a pilot project to enhance the role of women and youth; through a further pilot project to demonstrate step-by-step action leading from local-level input to its incorporation in a national action programme; and through assistance in the preparation of local language materials for the world day to combat desertification (USD 60,000 in grants).

53. At the *subregional* level, assistance can be envisaged to support the holding of two NGO meetings and to provide two grants to NGOs in a project designed to replicate success stories and to raise awareness, particularly in areas of special NGO concern such as indigenous knowledge, local technologies and the enhancement of the role of women (USD 20,000 in grants, USD 20,000 for travel of NGO representatives and USD 5,000 for travel of staff, for a total of USD 45,000).

54. At the *regional* level, further assistance can be envisaged in terms of sponsoring the participation of NGO representatives in selected events and strengthening their capacity to participate in the regional process (USD 30,000 for travel of NGO representatives, USD 5,000 for travel of staff and USD 10,000 in grants, for a total of USD 45,000).

Other countries

55. This heading covers affected countries in Europe which fall under none of the Regional Annexes but have expressed an interest in combatting desertification within the scope of the CCD. Activities would include:

- (a) support to the process of preparation of national action programmes (USD 17,000 including USD 10,000 for consultancies and USD 7,000 for staff travel);
- (b) financing of national awareness seminars in five countries (USD 73,000 comprising USD 60,000 in grants and USD 13,000 for travel of staff); and

- (c) facilitation of the consultative process and transboundary cooperation among interested countries, including the holding of an expert forum (USD 60,000 comprising USD 10,000 for consultancies, USD 40,000 for travel of experts and USD 10,000 for travel of staff).

(2) *Budgetary requirements*

Core budget

56. In the light of the pattern of regional implementation embodied in the Convention, it is proposed that this unit be headed by an officer at the D-1 level and have four regional components, respectively for Africa (P-5, P-4, two P-3), Asia (P-5, P-4,) Latin America and the Caribbean (P-5) and the Northern Mediterranean (P-4). The unit would also comprise four General Service posts. Total requirements for 1999 would amount, therefore, to 13 posts (one D-1, three P-5, three P-4, two P-3 and four General Service posts). Current comparable staffing comprises eight posts (three P-5, one P-4, one P-2 and three GS), of which only two (one P-5 and one P-4) are funded from the regular UN budget. Core budget requirements for the thirteen posts proposed for 1999 amount to USD 1,748,000.

57. In addition, core budget requirements amounting to USD 256,400 are expected to arise in 1999 in respect of general temporary assistance (USD 56,400 for 6 work/months of General Service staff and 6 work/months of Professional staff) required for peak workload periods and for replacement of staff on sick or maternity leave; overtime for General Service staff arising from the sessions of the COP (USD 6,000); consultancies to assist in the preparation of draft national, subregional and regional action programmes (USD 44,000 for 4 work/months including travel); and travel of staff to the headquarters and regional offices of concerned IGOs for consultations and coordination (USD 150,000).

Supplementary Fund

58. Based on current experience, it appears more than likely that staff, in addition to the core proposed in paragraph 56 above, will be required under this programme to assist in the development, monitoring and evaluation of support provided at the request of affected Parties. An amount of USD 391,600 is therefore proposed to cover the costs of four P-2 posts for this purpose. The Secretariat would endeavour to obtain earmarked contributions to meet the related costs.

59. In addition, the activities outlined in paragraphs 41 to 55 above can give rise to requirements estimated at USD 410,000 in regard to interregional activities, USD 3,150,000 for Africa, USD 1,527,000 for Asia, USD 1,240,000 for Latin America and the Caribbean, USD 170,000 for the northern Mediterranean and USD 150,000 for other countries, or a total of USD 6,647,000 (USD 3,985,000 in grants, USD 1,470,000 for travel of participants, USD 517,000 for travel of staff, USD 590,000 for consultancies and USD 85,000 for external translation and interpretation). As stated in paragraph 39 above, the activities enumerated, and their financial costs, are necessarily tentative at this stage. A more precise programme for 1999 will be submitted to the COP at its second session.

Summary

60. In summary, therefore, requirements under this programme for 1999 are estimated at this stage at USD 9,043,800, of which USD 2,005,200 under the core budget and the remaining USD 7,038,600 from the Supplementary Fund. The latter is, however, tentative at this stage and will be further refined for submission to COP 2.

E. EXTERNAL RELATIONS

(Legislative basis: CCD articles 23 (2) (d), 22 (2) (h) and (i), and 19 (1) (a))

Summary of requirements for the programme
(USD '000)

Object of expenditure	Core	Supplementary Fund	Total
Staff costs	462.9	216.7	679.6
Other personnel related costs	18.8	-	18.8
Consultants	30.0	39.0	69.0
Travel of participants and representatives	-	400.0	400.0
Travel of staff	60.0	30.0	90.0
Contractual services	-	268.0	268.0
General operating expenses	6.0	-	6.0
Supplies and materials	5.0	5.0	10.0
Grants	-	180.0	180.0
Total	582.7	1,138.7	1,721.4

Summary of staff requirements for the programme

	Core budget	Supplementary Fund	Total
A. Professional category and above			
P-4	1	-	1
P-3	1	1	2
P-2/P-1	1	-	1
Sub-total A	3	1	4
B. General Service Category	1	1	2
Total (A + B)	4	2	6

(1) Programme of work

61. The objectives of this programme are to:

- (a) ensure necessary coordination with the secretariats of other relevant bodies, including, in particular, the Food and Agriculture Organization of the United Nations (FAO), the International Fund for Agricultural Development (IFAD), the United Nations Educational, Scientific and Cultural Organization (UNESCO), the World Meteorological Organization (WMO), the World Bank and regional development banks, the United Nations Development Programme (UNDP), the United Nations Environment Programme (UNEP), the Global Environment Facility (GEF) and the Conventions on Biological Diversity (CBD) and Climate Change (UNFCCC);

- (b) ensure liaison and coordination with the authorities of the host country and permanent missions, including provision of periodic briefings for the permanent missions;
- (c) assist Parties on request, as well as non-governmental organizations, in promoting public awareness of the basis and objectives of the Convention, and, to this end, to prepare and disseminate to governmental and non-governmental institutions relevant public information material and to act as a focal point for relations with, and support to the activities of, non-governmental organizations, especially in the fields of implementation of public awareness; and
- (d) establish and maintain a multi-media reference library to contain major relevant official documents and publications relating to desertification and sustainable development.

62. As regards *interagency coordination*, the main task shall be to promote efficient working arrangements with the organizations concerned, including at the country level. The Secretariat will also promote and strengthen the relationship with the secretariats of other relevant Conventions, international financial institutions and other intergovernmental organizations, while avoiding duplication of efforts. The Secretariat will need to obtain and channel extensive inputs from relevant partner institutions. Any coordination mechanism established for this purpose will be conceived in such a manner that it does not constitute an additional bureaucratic layer. The objective would be to obtain as much necessary information as possible through the normal statutory reporting of the relevant agencies, and by attending and following up the meetings of their governing bodies. Additionally, a flexible ad hoc coordination mechanism, comprising representatives of the Secretariats and relevant organizations, in particular FAO, IFAD, UNESCO, WMO, UNDP, UNEP and the Conventions on Biological Diversity and on Climate Change, could be convened as required in order to:

- (a) facilitate the exchange of information and experience;
- (b) explore the possibilities of recommending procedures, to the extent desirable and practicable, for harmonizing possible contractual cooperation agreements; and
- (c) coordinate the respective programmes of work within the context of action programmes.

63. The staff costs for this activity are included in the overall staffing proposals in paragraph 70 below. Other than staff costs, core requirements for 1999 include an amount of USD 60,000 for travel of staff to enable attendance at relevant meetings of the United Nations and other international and intergovernmental organizations and at ad hoc consultations. In addition, a two-month consultancy, at an estimated cost of USD 12,000, will be required to assist in compiling information received and preparing assessment reports to be used as inputs by other units of the Secretariat.

64. As regards *coordination with non-governmental organizations*, the participation of non-governmental organizations in the implementation of the Convention and their contribution, as observers, to the meetings of the Parties is a necessary component of the successful implementation of the Convention. In order to facilitate the effective participation of the NGO community at all levels and in all areas of implementation of the Convention and on the basis of experience, the following activities are envisaged:

- (a) encouraging the accreditation of NGOs with the objective of publicizing the activities of the Convention and of encouraging the widest possible participation of relevant NGOs in the work of the COP and the implementation of the CCD at the local, national, subregional, regional and global levels;

- (b) providing support to, and coordinating, NGO participation at the COP: to this end, and in order to facilitate an effective and representative participation from the non-governmental community in the work of the COP and its subsidiary bodies, the Secretariat will continue to coordinate sponsorship for NGO participants, and to facilitate an NGO preparatory pre-COP meeting. Related costs for 1999 in regard to COP 3 are estimated at USD 200,000 on the basis of previous experience; such costs would be covered by the Supplementary Fund proposed in rule 9 of the draft financial rules;
- (c) providing support to NGOs in the elaboration of programmes at the national, subregional and regional levels, with a view to facilitating, supporting and enhancing the capacity of NGOs to participate as stake-holders and equal partners in the implementation of the Convention at the regional level. The unit will act as focal point in providing this support, in close and continued contact with the relevant NGOs. The specific activities proposed are described and costed under each of the regional subprogrammes of programme (d), facilitation of implementation and coordination;
- (d) providing support to NGOs at the interregional level with a view to facilitating the exchange and establishment of North/South and South/South partnerships, and the implementation of NGO initiatives in issue areas covered by the Convention and its subsidiary bodies: to this end, substantive and financial support would be provided to NGO activities which promote local area development programmes on the basis of participatory methodologies, demonstrating the effective exchange of information, experiences and technologies. It is expected that there could be requests for 2 workshops a year on this subject and that 10 pilot projects a year could be supported; related costs are estimated at USD 150,000 including USD 130,000 in grants, USD 10,000 in consultancies and USD 10,000 in travel of staff. Furthermore, it is proposed to facilitate substantive and financial support to NGO initiatives aimed at contributing information and experience to the subsidiary bodies of the CCD on issue areas such as: enhancing local communities' access to national desertification funds and credit systems; assisting the establishment of local area development programmes; elaborating mechanisms on linking science to communities and communities to science; documenting women's knowledge of drought indicators; and networking. The estimated cost of five grants for this purpose would amount to USD 50,000; and
- (e) facilitating NGO capacity to communicate internationally and locally, by supporting the linking up of NGOs to the internet web site of the CCD, by facilitating the translation of the CCD materials into simplified versions in the local languages, and by supporting NGO representation and participation in activities of international and intergovernmental organizations which are relevant to the Convention in order to enhance the participatory approach and theme of equal partnership.

65. As regards *public awareness*, and in support of the objectives set out in CCD article 19, paragraph 3, the Secretariat will continue to facilitate communication with a broad cross-section of Parties involved in combatting desertification, to strengthen its information programme and to initiate new and challenging awareness raising projects. This will include, as a permanent activity, the holding of briefings for governments, missions, agencies, UN bodies and research institutions in order to keep them informed of the activities being undertaken. In addition, specific awareness raising projects are contemplated under the following four major areas:

- (a) publications and information dissemination, including the writing, editing, translation, proofreading, design, layout and printing or re-printing of information material: feature stories, short time sensitive new items and opinion pieces, a brief history of the CCD, highlights of major issues (including implementation and follow up), reports of major group activities and information on various other activities which are being undertaken will be prepared. Publications and information will aim to promote and facilitate inter-sectoral and interregional dialogue as well as to build awareness of the problem of desertification. The activities proposed for 1999, and where relevant their estimated cost, include:
- (i) CCD information kit comprising an explanatory leaflet, 10 fact sheets, a Convention booklet, a folder and a simplified version of the Convention in 7 languages. Depending on availability of funds, a small number of local language versions would also be produced (USD 156,000);
 - (ii) Down to Earth, a simplified guide of the Convention (7 languages) to be expanded to include local languages;
 - (iii) CCD quarterly newsletter in English and French (USD 12,000);
 - (iv) press releases;
 - (v) updated ratification lists;
 - (vi) regional reports (USD 15,000);
 - (vii) flyers/pamphlets; and
 - (viii) translation into 6 languages of a youth booklet (USD 10,000).
- (b) events designed to raise awareness, generate interest and promote and educate the public at large, including but not limited to the celebration on 17 June of the "World Day to Combat Desertification and Drought": proposed activities for 1999, at an estimated cost of USD 249,000 comprising USD 200,000 for travel of participants, USD 29,000 for consultancies and USD 20,000 for travel of staff, could include some or all of the following:
- (i) sports event;
 - (ii) youth event;
 - (iii) appointment of an honorary CCD Ambassador on Desertification;
 - (iv) round table discussions on desertification;
 - (v) desertification picture exhibition; and
 - (vi) press seminars.
- (c) TV & radio programmes: it is proposed to prepare a video report on desertification designed for TV showing (USD 50,000); and
- (d) advertising and promotional activities: these activities would complement the themes of programmed events and could include promotional items to raise the profile of desertification. The collaboration of the private sector in funding these activities will be sought. However, an amount of USD 25,000 is proposed to produce miscellaneous items (pens, pencils, caps, posters) for distribution at relevant events.

66. As regards the proposed CCD Library, its objectives are to:

- (a) establish a bibliographic system to keep and maintain the information materials received in the CCD Secretariat, such as official documents, books, research papers, journals and periodicals on topics of relevance to CCD and to sustainable development (these will be kept in their original format, printed or electronic, and be made available to the staff, focal points and partners, permanent missions, academic institutions and non-governmental organizations); and
- (b) maintain coordinated contact with other libraries and reference centres of United Nations agencies, specialized agencies and relevant organizations in order to acquire and maintain a complete and up-to-date collection of relevant materials for the CCD process.

67. In pursuance of these objectives, the following activities are planned:

- (a) designing and maintaining central procedures to collect and store relevant materials acquired by staff or maintained by other partner organizations and specialized agencies, and making that material available to various CCD constituents; and
- (b) designing and developing, in close collaboration with other partner organizations, innovative ways of disseminating and collecting bibliographic information.

68. The expected results are:

- (a) a functioning library that will allow researchers quickly and accurately to access relevant information either maintained by the Secretariat or its partner organizations; and
- (b) a library that would gradually develop an interactive network with other relevant reference centres.

69. Estimated requirements for the maintenance of the proposed library amount to USD 221,700, including USD 216,700 for two posts, a Librarian (P-3) and a Library/Reference Assistant (General Service) and USD 5,000 for subscriptions. This estimate is predicated on the assumption that the host Government will provide necessary computer equipment and furniture.

(2) *Budgetary requirements*

Core budget

70. It is proposed that the programme would be carried out by an External Relations Unit, to comprise four posts (P-4, P-3, P-2 and GS). Comparable current staffing provides for five posts (P-3, P-2, three GS). Related staffing costs for 1999 are estimated at USD 462,900. As regards external relations, other core budget requirements described in paragraph 63 above amount to USD 72,000 (USD 60,000 for travel and USD 12,000 for consultancies). Requirements in regard to public awareness, in an estimated amount of USD 47,800, are further expected to arise in 1999 in respect of consultancies (USD 18,000 for an editor), temporary assistance (USD 18,800), supplies and materials (USD 5,000) and freight and courier postage (USD 6,000). Total core requirements for 1999 for this programme are, therefore, estimated at USD 582,700.

Supplementary Fund

71. In paragraphs 64, 65 and 69 above, specific projects have been costed, amounting to a total of USD 1,138,700. The distribution of these costs by object of expenditure includes USD 216,700 for two posts in the library; USD 180,000 in respect of grants to NGOs; USD 200,000 for travel of participants; USD 200,000 for travel of NGO representatives to COP 3; USD 30,000 for travel of staff; USD 168,000 for layout, printing and binding; USD 25,000 for external translation; USD 39,000 for consultancies; USD 50,000 for public information visual products; USD 25,000 for advertisement and promotion; and USD 5,000 for subscriptions.

Summary

72. In summary, therefore, requirements for this programme for 1999 are estimated at USD 1,721,400, comprising USD 582,700 under the core budget and USD 1,138,700 to be financed from the Supplementary Fund.

F. ADMINISTRATION AND SYSTEMS SUPPORT

(Legislative basis: CCD articles 23 (2) (e) and 22 (2) (g))

Summary of requirements for the programme
(USD '000)

Object of expenditure	Core	Supplementary Fund	Total
Staff costs	1,144.3	-	1,144.3
Other personnel related costs	68.0	-	68.0
Consultants	41.0	-	41.0
Travel of staff	25.0	-	25.0
General operating expenses	245.0	-	245.0
Supplies and materials	30.0	-	30.0
Acquisition of furniture and equipment	25.0	-	25.0
Total	1,578.3	-	1,578.3

Summary of staff requirements for the programme

	Core budget	Supplementary Fund	Total
A. Professional category and above		-	
P-5	1	-	1
P-4	2	-	2
P-3	1	-	1
Sub-total A	4	-	4
B. General Service Category	6	-	6
Total (A + B)	10	-	10

(1) Programme of work

Administration

73. The objective of this programme is to provide adequate and timely personnel, financial, information systems and general services support to the work programme of COP and its Permanent Secretariat.

74. By its decision 10/2, the INCD recommended to COP 1 that it accept the offer of the Secretary-General of the United Nations for the United Nations to provide administrative and support arrangements for the Permanent Secretariat of the Convention. Detailed arrangements to give effect to this decision still need to be worked out between the United Nations Administrative Services and the CCD Secretariat. Nevertheless, bearing in mind the fairly similar case of the Climate Change Secretariat, it is reasonable to assume that the CCD Secretariat would operate within a wide delegation, by the United Nations, of administrative authority whereby, as regards personnel matters, decisions on the recruitment, promotion, transfer and termination of CCD staff would be taken by the Executive Secretary and implemented by the United Nations Department of Administration and Management. As regards financial matters, the budget exercise would fall entirely within the purview of COP and its Secretariat, while the UN would provide accounting services, expenditure control and internal and external audit.

75. Within this framework, the Secretariat would:

- (a) prepare and submit biennial programme and budget proposals for review and approval by the COP;
- (b) administer and control the budget, once approved, and provide periodic reports thereon to the COP, as well as prepare regular internal reports for management and control purposes to the Head of the Secretariat and unit heads;
- (c) administer, control and report on extrabudgetary funds and programmes;
- (d) initiate recruitment action of staff, including temporary staff and consultants;
- (e) estimate meeting service requirements and ensure provision of those services, in liaison with the host organization;
- (f) manage the travel programme;
- (g) ensure support to the Secretariat and provide central control in respect of requirements for furniture, equipment, communications and other operating requirements; and
- (h) initiate procurement action as required.

Systems support

76. Support will be provided to the CCD computer and telecommunications infrastructure, with a view to:

- (a) establishing and maintaining an adequate computer facility and telecommunications system designed to support realistically the information technology requirements of the Secretariat, including information on national, subregional and regional action programmes; and
- (b) ensuring that staff receive the necessary training and support in applying information technology tools to enhance their productivity.

77. To this end, it is proposed to:

- (a) upgrade, with the financial support of the host Government, the four year old computer and telecommunications system;
- (b) strengthen the internal capacity of the Secretariat to collect and process information on its partner institutions and individuals, through the development of internal databases;
- (c) enhance, through networking of focal points and partners, the collection, storage and maintenance of information on experts, focal points, institutions and country profiles;
- (d) strengthen, through the use of the internet and more traditional means, the capacity of the Secretariat to package and disseminate its information base for its constituents and partners; and
- (e) provide continuous training and backup support to staff in the use of newer computer applications.

78. The expected results would be:

- (a) a fully operational computer system that can support the Secretariat's various activities and programmes, including organizing global and regional meetings, coordinating substantive programmes and facilitating and responding to information needs of its constituents;
- (b) up-to-date information on the Secretariat's various contacts, activities relevant to the CCD, and country profiles; and
- (c) a fully computer-literate staff able to use information technology tools to its advantage.

79. Operation of the system will require a systems manager, supported by a systems assistant. It is assumed that required hardware and software, and related furniture, would be provided by the Government hosting the permanent Secretariat.

(2) *Budgetary requirements*

Core budget

80. It is envisaged that the functions in this programme would be undertaken by a unit headed by a P-5 and comprising, in addition, two P-4, one P-3 and six General Service posts. The current comparable establishment includes six posts (P-5, P-4 and four General Service posts). The P-5 post and three General Service posts are funded by the UN regular budget; the P-4 post and one General Service post are funded by extrabudgetary funds. The ensuing staffing costs are estimated at USD 1,144,300 for 1999.

81. In addition to staffing, provision under the core budget will need to be made for the following items under the central control of the administrative unit:

- (a) general temporary assistance (USD 62,000 for 9 work/months of General Service staff and 2 work/months of Professional staff) required to prepare for the overlap of the Administrative Unit due to the relocation of the Secretariat, peak workload periods and replacement of staff on sick or maternity leave; as well as overtime for General Service staff arising from the sessions of the COP (USD 6,000);
- (b) travel of staff to liaise with United Nations headquarters for consultations and advice related to the establishment of the Administrative Unit (USD 25,000);

- (c) information system support consultancies (USD 41,000 for 6 work/months);
- (d) general operating expenses (USD 245,000) including:
 - (i) rental of photocopy and fax machines and vehicle maintenance (USD 25,000);
 - (ii) internet subscription (USD 20,000) and communication costs (USD 130,000) comprising cable and telex charges (USD 5,000), long distance calls (USD 100,000), postage (USD 15,000) and pouches (USD 10,000), excluding costs arising directly from sessions of COP;
 - (iii) insurance, including for claims in respect of service-incurred injury or death (USD 50,000); and
 - (iv) miscellaneous services such as local freight costs, internal office moves and transport (USD 20,000);
- (e) supplies and materials, including photocopying paper, stationery, meeting supplies, and gasoline (USD 30,000);
- (f) acquisition of such additional office furniture (desks, chairs, lamps) as may be required (USD 25,000);
- (g) acquisition and maintenance of office automation equipment, such as computers, laptops, printers and software. (Estimate is given on the assumption that the host Government will provide necessary computer equipment and related maintenance);
- (h) rental and maintenance of office premises, including costs associated with office accommodation (utilities, maintenance and insurance), both in Geneva and in the Secretariat's permanent location (estimate provided at this stage on the assumption that the current and future host Governments will provide necessary office premises and associated maintenance services, including during such overlap as may be required by the timing of the move to the permanent headquarters); and
- (i) pro memoria provision for the following two items:
 - (i) reimbursement of taxes to staff members who may be subject to national taxation in respect of their CCD emoluments; and
 - (ii) possible moving costs (removal and installation expenses for staff and for office furniture and equipment). (Such costs, the order of magnitude of which could be in the range of USD 500,000 to USD 700,000, will depend on the location finally chosen for the Secretariat, and on the extent of the host Government's contribution towards meeting such costs. Revised estimates will be submitted to the COP at its second session.)

Supplementary Fund

82. No requirements arise in this programme other than core budget funds.

Summary

83. In summary, therefore, activities in 1999 under this programme, all of which would be financed by the core budget, are estimated at USD 1,578,300, comprising USD 1,144,300 in staff costs and USD 434,000 under the objects of expenditure detailed in paragraph 81 above.

G. OTHER EXPENDITURE ITEMS*Overhead*

84. Section F of the Secretary-General's offer to provide administrative support to the Permanent Secretariat (A/AC.241/44, as amended by paragraph 4 of A/AC.241/55), reads as follows:

"...The Secretary-General would request the General Assembly to approve the following arrangements regarding reimbursements: the reimbursement made to the United Nations for administering trust funds would be levied on the basis of actual costs incurred. The level of overhead charges would be determined once the source of administrative support has been decided."

85. Discussions are currently being held with representatives of the United Nations Department of Administration and Management to translate the above statement into more concrete financial terms, especially since the "actual costs incurred" in respect of 1999 would be known only some time in the year 2000, which is the first year of the following financial period. No definite figures can, however, be inserted at present. For the information of the COP, an overhead charge of thirteen per cent, on the basis of core expenditures totalling USD 7,237,700 as proposed, would amount to USD 940,900. Overhead at the same rate on other voluntary funds, tentatively programmed for 1999 at a level of USD 8,727,300, would amount to USD 1,134,500. It is hoped to update this information during the first session of the COP.

Working Capital Reserve

86. Rule 8 of the proposed financial rules provides that:

"Within the General Fund there shall be maintained a working capital reserve at a level to be determined from time to time by the Conference of the Parties by consensus. The purpose of the working capital reserve shall be to ensure continuity of operations in the event of a temporary shortfall of cash. Drawdowns from the working capital reserve shall be restored from contributions as soon as possible."

87. The COP will, therefore, need to decide on the level of the working capital reserve. It may, in this regard, wish to note the precedent of the Climate Change Convention, where the level of the working capital reserve has been set provisionally at one month of expected expenditure, to be reviewed in the light of experience.

H. POSSIBLE OFFSETS

88. A number of credits can be anticipated that would reduce the core administrative budget, as follows:

- (a) each of the three Governments offering to host the Secretariat has offered a substantial contribution to support the Secretariat. It will be possible to quantify this amount only after a decision has been taken on the physical location of the Secretariat;
- (b) as indicated in paragraphs 84-85 above, an overhead charge will need to be paid to the United Nations in respect of administrative support provided to the CCD. It is anticipated, however, that part of this charge will be recovered from the United Nations in the form of provision of staff costs for a number of posts in the administration and systems support unit; this, however, is subject to negotiation and no precise figure can be inserted at this time.

Annex I

Summary of requirements by programme and income for 1999
(USD '000)

Expenditure items	Core budget	Supplementary Fund	Special Fund	Total
Policy-making organs	998.8	-	550.0	1,548.8
Executive Direction & Management	945.4	-	-	945.4
Substantive support to COP	1,127.3	-	-	1,127.3
Facilitation of implementation & coordination	2,005.2	7,038.6	-	9,043.8
External Relations	582.7	1,138.7	-	1,721.4
Administration & systems support	1,578.3	-	-	1,578.3
Sub-total programmes	7,237.7	8,177.3	550.0	15,965.0
Overhead	TBD	TBD	TBD	TBD
Global Mechanism	TBD	TBD	TBD	TBD
Work. cap. reserve	TBD	TBD	TBD	TBD
Total expenditure	TBD	TBD	TBD	TBD
Income items	TBD	TBD	TBD	TBD
Contr. from Host Government	TBD	TBD	TBD	TBD
Allotment from overhead	TBD	TBD	TBD	TBD
Total income	TBD	TBD	TBD	TBD
<u>Net total</u>	TBD	TBD	TBD	TBD

Annex II

Summary of staff requirements

	Core budget	Supplementary fund	Total
A. Professional category and above			
Head	1	-	1
D-2	1	-	1
D-1	2	-	2
P-5	6	-	6
P-4	8	-	8
P-3	4	1	5
P-2/P-1	1	4	5
Sub-total A	23	5	28
B. General Service Category	14	1	15
Total (A + B)	37	6	43

Annex III

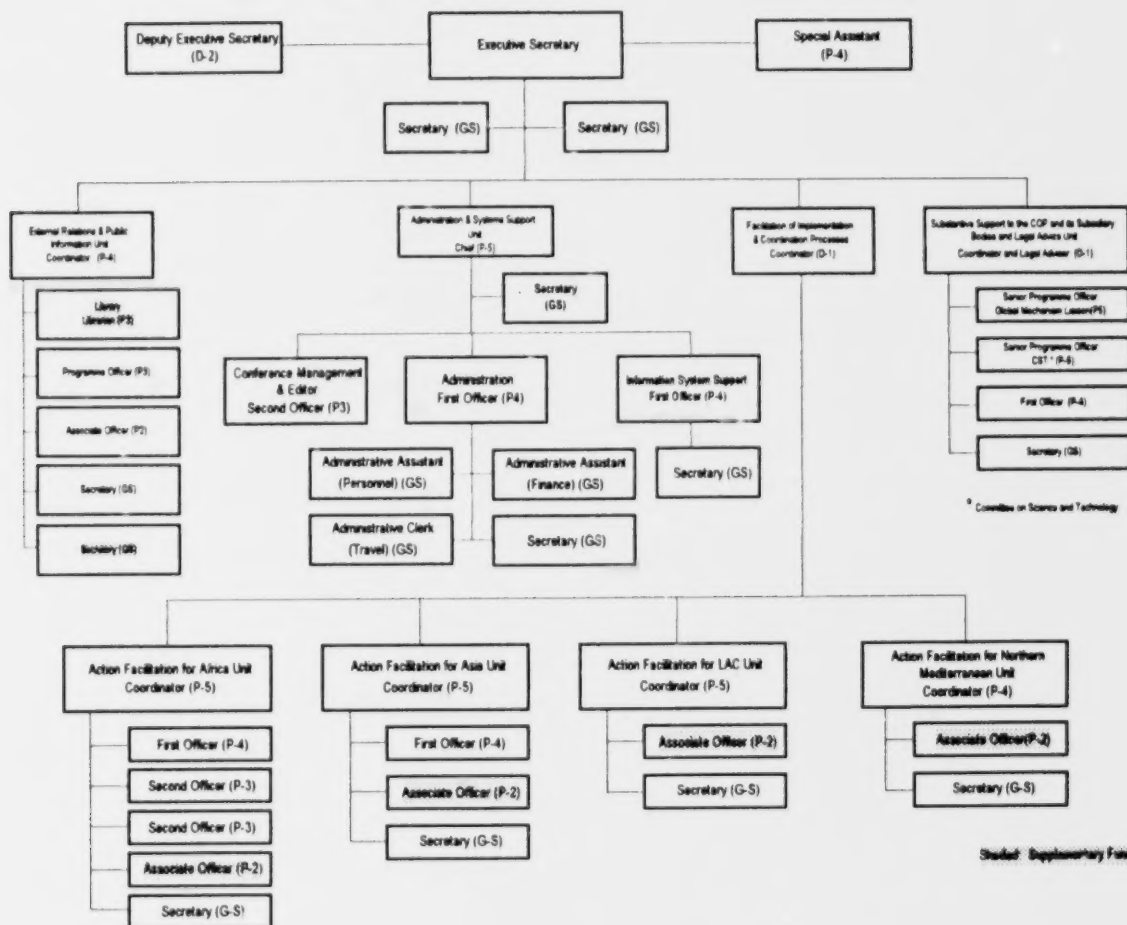
Summary of estimates by object of expenditure
(USD '000)

Object of expenditure	Core budget	Supplementary Fund	Special Fund	Total
Staff costs	4,860.6	608.3	-	5,468.9
Other personnel related costs	211.3	-	-	211.3
Consultants	247.0	629.0	-	876.0
Travel of staff	605.0	547.0	-	1,152.0
Travel of participants and representatives	-	1,870.0	550.0	2,420.0
Contractual services	-	353.0	-	353.0
UN meeting services	937.8	-	-	937.8
Temporary assistance for meetings	16.0	-	-	16.0
Overtime for UN conference staff	5.0	-	-	5.0
General operating expenses	281.0	-	-	281.0
Hospitality	14.0	-	-	14.0
Supplies and materials	35.0	5.0	-	40.0
Acquisition of furniture and equipment	25.0	-	-	25.0
Grants	-	4,165.0	-	4,165.0
Total	7,237.7	8,177.3	550.0	15,965.0

Annex IV

Proposed Organization Chart for the UNCCD
Permanent Secretariat for 1999

Annex IV: Staffing for the UNCCD Permanent Secretariat 1999





UNITED
NATIONS



Convention to Combat
Desertification

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REVIEW OF THE SITUATION AS REGARDS EXTRABUDGETARY FUNDS

Note by the Secretariat

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I. INTRODUCTION

1. By its Resolution 47/188 of 22 December 1992, the General Assembly (GA) established a Trust Fund for the Convention to Combat Desertification (CCD) process and a Special Voluntary Fund, both administered by the head of the Ad Hoc Secretariat under the authority of the Secretary-General of the United Nations (UN). These funds were established with a view:

- (a) to supplement limited regular budget resources in financing the negotiating process; and
- (b) to assist developing countries affected by desertification and drought, in particular the least developed countries, to participate fully and effectively in the negotiation process.

2. Subsequently, Resolution 49/234 of 23 December 1994, adopted by the 49th session of the General Assembly, extended the mandate of the two funds for the interim period. It also amended the terms of reference of the Trust Fund to take into consideration the recommendations of the Inter-governmental Negotiating Committee regarding the participation of non-governmental organisations (NGOs) in its sessions.

3. Sections II to V review activities during the current 1996-1997 biennium through 30 June 1997 (latest official report available at time of document submission) financed from voluntary contributions to the Trust Fund and Special Voluntary Fund. In addition they summarize the Secretariat's utilization of UN regular budget resources for the same period and the Secretariat's planned activities for the second half of the year 1997. Projections are also provided in Section VI of the level of funding that may be made available under the Regular Budget in 1998. Possible activities utilizing Trust Fund and Special Voluntary Fund resources in that year are provided in Annex VII. Finally, this document likewise provides information on outstanding pledges and contributions received for both funds from 1993 to 1997.

4. In considering proposed activities for 1998, this document should be read in conjunction with document ICCD/COP(1)/3. Paragraphs 3 and 4 of that document outline the provisions of General Assembly resolution 51/180 which authorized continued GA funding in 1998, as well as continuation of the Trust Fund and the Special Voluntary Fund.

II. UNITED NATIONS REGULAR BUDGET RESOURCES

5. Regular budget resources are used essentially to cover expenses related to staff, travel, consultancies and communications, as well as standard operating expenses such as maintenance and supplies. Annex I shows the Secretariat's total regular budget allotments and expenditures for the current biennium.

6. For the biennium 1996-1997 a total allotment of US\$ 2,026,600 has been issued to cover the salaries and related costs of 5 professional and 4 general service (GS) posts (1 D-2, 1 D-1, 1 P-5, 1 P-4, 1 P-3 and 4 GS), the same number of posts as in the previous biennium.

7. For official travel of staff, a total allotment of US\$ 282,900 has been provided for 1996-97. These resources have been used for the Secretariat staff to participate in the 9th session of the INCD, to participate in intergovernmental and inter-agency meetings, to attend workshops and seminars relating to desertification, to consult with Headquarters and to service the General Assembly.

8. Consultancy resources made available during this period amount to US\$ 505,800. These have been mainly used to discharge the Secretariat's facilitation role in the regions covered by the annexes to the Convention. Consultants were also employed for the organization and promotion of awareness and for information campaigns, as well as for ad hoc activities for which the relevant expertise was not available within the Secretariat.

III. TRUST FUND: 1996-1997

9. The General Assembly, by its Resolution 47/188, paragraph 13, decided that the "negotiating process shall be funded through existing UN budgetary resources, without negatively affecting its programmed activities, and through voluntary contributions to a Trust Fund established specifically for that purpose for the duration of the negotiations." It also urged "governments, and regional economic integration organizations to contribute generously to the Trust Fund."

10. The situation concerning contributions and outstanding pledges to the Trust Fund are shown in Annexes III and V respectively.

11. Trust Fund expenditures incurred to-date in 1996-1997 totalling some US\$ 4,730,900 (inclusive of 13% programme support costs), are summarized by objects of expenditures in Table 1 of Annex II.

12. The Secretariat has established contacts and concluded agreements with several countries, as well as with agencies of the United Nations system and intergovernmental organizations, to enlist their support for specific extrabudgetary activities in the following four fields, which are summarized in the sections below:

- (a) organization of national awareness seminars and other activities, preparatory to the formulation of national action programmes;
- (b) subregional and regional consultation processes preparatory to the formulation of subregional and regional action programmes;
- (c) public information; and
- (d) involvement of grass-roots organizations in the implementation of the Convention.

13. Costs officially recorded in the accounts as at 30 June 1997 which are attributable to each of the above activities are provided below. However, it should be borne in mind that these attributed costs constitute only part of the total costs of the activities, since the system of global reporting of other relevant costs (e.g. staff costs and communication costs) does not allow for the clear apportionment of all costs to each of the activities.

A. Organization of National Awareness Seminars and Activities at the National Level

Recorded costs January 1996 - June 1997	\$ 800,400
Plus 13% Programme support costs (PSC)	\$ 104,100
Total recorded 1996-1997 expenditures	\$ 905,500

14. The Secretariat has continued to facilitate the organization of national awareness seminars concerning the future implementation of the Convention and actions during the interim period. By promoting contacts between the various partners working at the national level, these seminars facilitate the integration into the implementation process of all interested national stakeholders, including institutions or organizations that may not have yet been involved in the process. Each seminar has been organized at a cost of roughly US\$ 8,000.

15. As presentation and exchange fora, these seminars also provide the opportunity to bring together important actors in civil society, as well as field representatives of donor agencies. Using contributions to the Trust Fund and in collaboration with competent international or regional organizations, the Secretariat has been able to facilitate the holding of these seminars in the following countries during the first 18 months of 1996-1997:

Africa:	January 1996	Angola, Madagascar
	May 1996	Djibouti, Mozambique, Swaziland, Gambia (financed by the Permanent Interstate Committee for Drought Control in the Sahel, CILSS)
	June 1996	Ghana
	July 1996	Central African Republic
	November 1996	Libya (financed by the Libyan Government)
	December 1996	Algeria
Asia:	March 1996	Iran, Turkmenistan
	May 1996	Jordan
	June 1996	China
	October 1996	Syria, Kazakstan, Armenia, Myanmar
	November 1996	Yemen
	March 1997	Uzbekistan, Lebanon
	April 1997	Ukraine, Georgia, Pakistan
Latin America and the Caribbean:	January 1996	Peru (financed by UNDP)
	March 1996	Bolivia (financed by UNDP)
	April 1996	Argentina (financed by UNDP), Cuba
	September 1996	Haiti, Santo Domingo
	February 1997	Ecuador (financed by the Ecuadoran Govt.)

16. Moreover, to support other preparatory activities at the national level, the Secretariat has committed grant funds for the following:

- (a) Africa: to CILSS to facilitate the elaboration of national action programmes in CILSS Member States countries; to the Eritrean Agency for the Environment (second instalment) as support for preparatory activities related to the formulation of the national action programme in Eritrea; to Senegal and to Burkina Faso to facilitate information campaigns and workshops aimed at preparing the national forum; and to Namibia for the celebration of World Day to Combat Desertification and Drought;
- (b) Asia: to UNDP for the Expert Meeting on the Synergies among the Conventions on Climate Change, Biodiversity and Desertification (Israel, 17-20 March 1997);
- (c) Latin America and the Caribbean: to the Mexican Society for Soil Science for the publication of the Report on Land Preservation in Mexico; and to Bolivia to facilitate the holding of the Donors' Round-Table (Tarija, initially planned for 28-30 April 1997 and postponed to October).

17. In addition, the Secretariat supported a workshop for fifteen African Focal Points held in Nouakchott, Mauritania, 18-22 November 1996 to clarify some important issues regarding Convention implementation. Participants reviewed processes initiated in the concerned countries and experiences gained since the adoption of the Convention and the Resolution on Urgent Action for Africa. The objective was to seek concerted solutions to the problems encountered at the national level during the interim period.

18. Costs incurred in the current biennium through June 1997 in connection with the organization of national awareness seminars and other preparatory activities at the national level indicated in the foregoing paragraph include US\$ 363,100 in grant payments, US\$ 37,400 in meeting expenses, US\$ 152,800 in consultancies, some US\$ 58,000 for the travel of participants and an estimated US\$ 189,100 for the travel of Secretariat staff to service the seminars.

19. During the period July to December 1997, the Secretariat will facilitate additional seminars as follows:

Africa:	Date to be set	Cameroon
Asia:	July 1997	Mongolia
	September 1997	Khyrgyzstan, Nepal
	October 1997	Belarus, Moldova
	Nov-Dec 1997	Russian Federation, Bangladesh
	Dates to be set	Bhutan, Cambodia
Latin America and the Caribbean:	October 1997	Colombia, Guatemala
	November 1997	Nicaragua, Saint Kitts and Nevis
	Nov-Dec 1997	Panama
	December 1997	Venezuela

20. If sufficient resources are made available, the objective would be to eventually hold such seminars in all affected countries that request them in Africa, Asia, and Latin America and the Caribbean.

21. During the remainder of 1997, the Secretariat will also promote national preparatory activities beyond awareness seminars. The following activities are planned:

- (a) National consultative processes in some African countries (e.g. Benin, Ethiopia, Eritrea, Kenya, Mozambique, Sudan, Uganda), preparatory activities for the development of national action programmes, and national fora to discuss draft national action programmes (tentatively in Tunisia and Togo);
- (b) Institutional support to national coordination points of least developed countries (e.g. Chad, Mauritania, Niger);
- (c) Technical Workshops/Meetings of CCD Focal Points in Africa (Maseru, 16-19 September) and in Asia (November);
- (d) Institutional support to Asian countries (e.g. Mongolia, Uzbekistan);
- (e) Missions to Latin America and the Caribbean to assist their processes to implement the Convention: Haiti (August) and the Dominican Republic (September); to evaluate respective national action programmes and assess Secretariat support requirements: Argentina and Honduras (October); and Round Table with donors: Bolivia (October).

22. Activities for the last six months of 1997 at the national level as detailed in paragraphs 19 to 21 above would require estimated resource requirements as follows: some US\$ 912,200 comprising US\$ 594,000 in grant payments, US\$ 60,600 in consultancies, US\$ 130,600 for the travel of participants, US\$ 125,000 in staff travel, US\$ 2,000 in interpretation and translation of documents, and some US\$ 118,600 for the related 13% programme support costs.

B. Subregional and regional consultation processes

Recorded costs January 1996 - June 1997:	\$ 1,210,300
Plus 13% Programme support costs	\$ 157,300
Total recorded 1996-1997 expenditures	<u>\$ 1,367,600</u>

23. Regional and subregional activities aim to stimulate awareness of the Convention and to facilitate the consultative processes it mandates. Such activities can work both at the horizontal level, in promoting regional cooperation, and at the vertical level, in encouraging national level activities. The Secretariat involvement in this process aims at ensuring worldwide coherence and compatibility with the Convention objectives in such activities.

Subregional consultation processes

24. Subregional consultation processes take the form of meetings organized by a relevant subregional organization, acting as coordinating agency, with the support of the Secretariat. They bring together representatives of the governments of a given subregion, donor countries and relevant intergovernmental and non-governmental organizations to discuss measures to be taken to promote the implementation of the Convention in the subregion. They are often organized in conjunction with a workshop that gathers media professionals of the same subregion.

25. These meetings and workshops provide all parties involved with an opportunity to increase their level of knowledge about the Convention and to formulate a clear and common view of their obligations and respective roles. They also allow participants to be informed of the latest developments regarding the Convention and their impact on activities in the subregion.

26. The subregional consultative process are well underway in four sub-regions of Africa. During the reporting period the Secretariat facilitated consultation on the elaboration of the Southern and Eastern Africa Sub-Regional Action Programmes (SRAPs) and the holding/preparation of subregional fora on the CCD in Nairobi (19-21 February 1997), in Maseru (3-5 March 1997), in Rabat (14-16 April 1997) and in Niamey (21-23 July 1997), through grant payments to the Intergovernmental Authority on Development (IGAD), the Southern African Development Community (SADC), the Arab Maghreb Union (UMA), and the Permanent Inter-State Committee for Drought Control in the Sahel (CILSS). At the request of UMA and CILSS, it also supported the organization of consultations on the formulation of a pilot project in the border areas of Mauritania and Senegal through a grant payment to CILSS.

27. In Asia, the Secretariat likewise facilitated the organization of a subregional conference for West Asia (Abu Dhabi, 23-25 June 1996) to develop interstate cooperation among countries of the sub-region and encourage follow-up at the national level. It was organized in collaboration with the Secretariat of the Gulf Cooperation Council (GCC), the International Center for Agricultural Research in the Dry Areas (ICARDA), the United Nations Environment Programme's (UNEP's) Regional Office for West Asia, UNDP and the Islamic Development Bank. Support was also given for a subregional consultative meeting organised by the Arab Center for the Studies of Arid Zones and Drylands (ACSAD) in Damascus (9-11 April 1997) and the Centre for Environment and Development for the Arab Region and Europe (CEDARE) in Cairo to explore options for subregional cooperation through cooperative arrangements such as the establishment of a Western Asian Network to Combat Desertification.

28. In the Latin America and Caribbean region, the Secretariat facilitated, with the support of UNEP and UNDP, the organization of the first subregional meeting for the Central American and Caribbean region, held in Santo Domingo, 18-20 April 1996. The objective of the meeting was to sensitize the countries of the subregion to the benefits to be derived from the Convention and to initiate a process of cooperation among them with a view to its implementation.

Regional consultation processes

29. In Asia, a regional conference was held in New Delhi from 21-23 August 1996. It aimed at identifying the framework and priority areas of the implementation strategy for the Regional Implementation Annex for Asia. An Africa-Asia Forum on Desertification also took place in Beijing from 5-11 August 1996 to assist African countries in designing national programmes to combat desertification and/or to mitigate the effects of drought, and Asian countries to clarify and refine their policies in these respects. The Secretariat further facilitated the holding of an Asian Ministerial Conference on the CCD (Beijing, 13-15 May 1997) which provided important guidelines to strengthen regional cooperation across Asia in the years to come, which endorsed the preparation of a Regional Action Programme. Also facilitated was an inter-regional conference in Tashkent (10-13 June 1997), which provided a fresh impetus for international cooperation to combat desertification and land degradation in the Eurasian land mass.

30. In Latin America and the Caribbean, the first regional conference was held in Buenos Aires, 24-26 January 1996. It was organised with the support of UNDP and UNEP. This conference laid the groundwork for the implementation of the Convention at the national and regional levels and agreed on measures of cooperation in the region. A follow-up meeting was convened in Mexico City from 17-19 June 1996, with the support of UNDP, UNEP and the Food and Agriculture Organization of the United Nations (FAO). Work is also advancing on development of a regional coordinating mechanism for the Latin American and Caribbean region. From 10-12 March 1997, the third regional conference was held in Havana. Among the major decisions reached during the conference were the approval of the Regional Action Programme and the establishment of a regional coordinating mechanism among focal points. The conference was followed by a meeting of the Regional Steering Committee (Mexico, 17-18 June 1997), which ratified the decisions taken in Havana during the conference.

31. Costs incurred in the current biennium through June 1997 in connection with the above subregional and regional activities include US\$ 393,000 in grant payments, US\$ 58,000 in meeting expenses, US\$ 255,000 in consultancies, some US\$ 301,400 for the travel of participants and an estimated US\$ 202,900 for the travel of Secretariat staff to support the different activities.

32. For the last six months of 1997, at the request of the competent subregional or regional organization, the Secretariat hopes to facilitate or provide support for the following activities at the subregional, regional and inter-regional levels:

Africa:

- Development of a Desertification Information System (CILSS, IGAD, SADC);
- Development of Early Warning Systems in Eastern and Southern Africa (IGAD, SADC);
- Subregional meeting to establish a Multidisciplinary Scientific and Technical Consultative Committee (MSTCC) of SADC;
- Establishment of a technical unit which would be responsible for the follow-up of the Subregional Action Programme for the Arab Maghreb Union;
- Revision, up-dating and harmonizing of the Kalahari/Namib Action Plan in light of the CCD objectives and approaches;
- Support for the formulation of pilot projects in the Maghreb and Sahel border areas (i.e. Mauritania/Senegal and Algeria/Tunisia);
- Follow-up on the formulation of priority programme areas at the subregional level in Africa;
- Follow-up activities resulting from the Pan-African Conference;
- Organization of the Second Asia/Africa Forum on the CCD (Niamey, 2-5 September 1997); and
- Preparation of two thematic information workshops for the formulation of the Regional Action Programme for Africa (October-December 1997).

Asia:

- Tripartite Study Meeting in Jerusalem (September 1997);
- Preparation of the Expert Group for Inter-Regional Eurasian Cooperation to be held in 1998;
- Follow-up on the Asian Regional Action Programme;
- Study on the global impact of desertification on Asian societies.

Latin America and the Caribbean:

- Preparation of documentation for the Fourth Regional Conference, to be held in Antigua and Barbuda in early 1998.

33. To enable the Secretariat to facilitate the activities envisioned for the second half of 1997, estimated resources would be required as follows: some US\$ 735,500 comprising US\$ 320,000 in grant payments, US\$ 168,800 in consultancies, US\$ 140,200 for the travel of participants, US\$ 46,800 for travel of Secretariat staff and US\$ 59,700 for translation, interpretation and printing of documents, and some US\$ 95,600 to provide for the related 13% programme support costs.

C. Public information

Recorded costs January 1996 - June 1997:	\$ 186,800
Plus 13% Programme support costs	\$ 24,300
Total recorded 1996-1997 expenditures	<u>\$ 211,100</u>

34. An important activity of the Secretariat is to raise public awareness of the problem of desertification and to promote the Convention and its implementation. During recent sessions of the Committee, the INCD emphasized the need to pursue and strengthen awareness raising activities.

35. The General Assembly proclaimed 17 June as "World Day to Combat Desertification and Drought" (resolution A/49/115). Observance of this day provides a focus for Secretariat public information activities, which is particularly important in the period leading up to the first Conference of the Parties (COP).

36. In order to maximize and strengthen implementation activities fully, the Secretariat continues to seek ways for the Convention to be more widely known, in both developed and developing countries, among policy and decisions makers in Governments, NGO's, journalists and media professionals, and specialized interest groups, such as the business community. In this regard the Secretariat has done the following:

Publications and information: The Secretariat produced a Convention Kit and the simplified version of the Convention in a booklet entitled "Down to Earth", both of which continue to be widely distributed in a number of languages.

The CCD newsletter, launched in May 1996 to keep interested audiences and CCD participants well informed of the various activities taking place in connection with the Convention, continues to be published every three months in English and French.

In order to gain broader attention and media coverage in periodicals, editorials, magazines, major newspapers, and flight magazines, efforts were made, especially on the occasion of the deposit of the fiftieth instrument of ratification, to target the above-mentioned media.

The Secretariat also has a direct link to the Internet and maintains a World-Wide Web site. Currently only in English, this site will be duplicated in French and other languages in the coming months. Other improvements in design and content are also foreseen.

The Secretariat likewise facilitated the publication of materials related to the issue of desertification including a special edition of "The International Journal - Problems of Desert Development" (Desert Research Institute of Turkmenistan).

The Secretariat also contracted a consultant to write articles highlighting the first Conference of the Parties (COP) and to raise awareness of the Convention.

Layout and graphics of a comic book on desertification are being worked out. It is aimed primarily at young readers, using humour and simple language to explain the problems of desertification and the efforts made to find solutions.

Events: In support of the 1996 World Day to Combat Desertification, the Secretariat screened the movie "Po di Sanguì", which was filmed in Guinea Bissau. This film has links to the issue of desertification and was a major success at the 1996 Cannes Film Festival. In addition, a special UN in Action documentary on desertification was broadcasted by CNN prior to 17 June 1996.

In 1997, the Secretariat collaborated with the UNOG Visitors' Service by briefing visitors and distributing leaflets and pins on the Convention.

The CCD Secretariat participated for the first time at the 15th Ouagadougou FESPACO Film Festival (22 February - 1 March 1997) as a donor of a "special award" (\$10,000) that was attributed to the film that, through its high artistic and cinematographic quality, best depicts the problems and solutions of desertification on the African Continent.

Promotion: As part of its promotional campaign, the Secretariat printed special CCD T-shirts, CCD posters and produced CCD pins. These were distributed on the occasion of World Day to Combat Desertification in 1996 and 1997 and on the occasion of the entry into force of the Convention on 26 December 1996 and at meetings related to the Convention.

In collaboration with UNDP's Azimuth Programme, a video report filmed in India was produced illustrating causes of poverty due to desertification and their mitigation, and inversely, causes of desertification due to poverty. This film was launched on the occasion of the 1997 World Day to Combat Desertification and complements earlier videos resulting from Secretariat/UNDP partnership.

37. Costs incurred in the current biennium through June 1997 in connection with the above public information activities include US\$ 17,300 in consultancies, US\$ 13,800 in travel of staff, US\$ 4,100 for the travel of participants, US\$ 9,000 for translation/editing, US\$ 92,000 for printing and binding, US\$ 25,300 for public information and production costs, US\$ 12,300 for advertising and promotion, and US\$ 13,000 in grant payments.

38. During the second half of 1997, it is planned:

- (a) to produce, in collaboration with UNDP's Azimuth Programme, another video report but this time to be filmed in Latin America and the Caribbean;
- (b) to distribute to TV and radio stations some 50 video cassettes combining 5 video reports produced by UNDP/Azimuth, as well as radio cassettes on desertification;
- (c) to develop an interactive CD Rom comprising, inter-alia, the history of the Convention and relevant documents on desertification issues;
- (d) to update the "Down to Earth", simplified guide of the Convention;
- (e) to hold a press seminar and media outreach workshop and a comics exhibit at the first session of the Conference of the Parties (COP);
- (f) to publish a comic book on desertification, initially in English, French and Spanish, and a catalogue of the comics exhibit;

- (g) to compile a "Who's Who Directory" of COP participants, other active experts and relevant organizations to be available in print and electronically;
- (h) to contract with Inter Press Service (IPS) to produce 12 feature articles prior to the COP and to provide daily coverage of CCD meetings;
- (i) to continue to publish the CCD newsletter;
- (j) to initiate preparatory work on setting up a multimedia library; and
- (k) to produce souvenirs of the COP 1 (e.g. note pads, pens, diaries).

39. To enable the facilitation of activities described in the foregoing paragraph, estimated resources would be required as follows: some US\$ 280,800 comprising US\$ 62,200 in temporary assistance and consultancies, US\$ 49,000 for the travel of participants, US\$ 10,000 for travel of Secretariat staff, US\$ 14,600 for translation/editing, US\$ 97,000 for printing and binding, US\$ 32,000 for public information and production costs, US\$ 10,000 for advertising and promotion, US\$ 6,000 for miscellaneous operating expenses, and some US\$ 36,500 for the related 13% programme support costs.

D. Involvement of grass-roots organizations in the implementation of the Convention

Recorded costs January 1996 - June 1997:	\$ 795,200
Plus 13% Programme support costs	<u>\$ 103,400</u>
Total recorded 1996-1997 expenditures	<u>\$ 898,600</u>

40. The Secretariat also promotes grass-roots involvement in the implementation of the Convention by facilitating and coordinating activities related to the involvement of affected communities in the implementation of the Convention, as well as by promoting initiatives for dissemination of information on the Convention implementation. Such involvement is promoted mainly in collaboration with inter-governmental organizations (IGOs) and non-governmental organizations (NGOs). Grants are paid to help defray the costs of Convention-related activities and to help enhance NGO capacity in the implementation of the Convention.

41. Activities and projects undertaken which received funding from the Trust Fund include:

- (a) subregional NGO meetings on best practices to enhance NGO participation and to involve affected communities in the implementation of action programmes in East, Central, Southern, and West Africa;
- (b) an Asian regional NGO conference on the implementation of the Convention and on enhancing cooperation and the involvement of Asian NGOs, pastoral communities, governments and science and technology institutions, held in Islamabad, Pakistan, 27-30 January 1996;
- (c) an NGO International Workshop on Partners in the Implementation of the Convention in the Mediterranean Basin, held in Tunisia, 28-30 March 1996;
- (d) regional NGO meetings to raise awareness of the Convention in the European Community and to discuss partnerships among European and Southern NGOs (European region - Belgium, 21 October 1996; Euro-Mediterranean region - France, 19-21 December 1996);

- (e) a two-day series of seminars with representatives of the European Commission and Members of the European Parliament, representatives from the African, Caribbean and Pacific States Secretariat and permanent representatives of the European Union Member States based in Brussels, to further elaborate and discuss the role of European countries in the implementation of the Convention (Brussels, Belgium, 5-6 December 1996);
- (f) international NGO fora to promote co-operation among NGOs, to review experiences and to discuss implementation of the Convention (San Francisco, 10-12 November 1996 and Hyderabad, 9-12 December 1996);
- (g) subregional NGO conferences to inform communities of the Convention and to explore possibilities of cooperation among NGOs and Governments in the region (West African region - Mauritania, 26-28 March 1997 and Central Asian region - Kyrgyzstan, 1-4 May 1997);
- (h) a regional Latin American and the Caribbean NGO meeting on the implementation of the Convention (Havana, Cuba, 7-8 March 1997);
- (i) institutional support to various NGOs at the national level;
- (j) initiation of pilot projects to establish long-term awareness in Mongolia on the importance and urgency of combatting desertification;
- (k) production of a special edition of "IMPACT", the newsletter of the Climate Africa Network, which elaborated on the linkages between climate change and desertification;
- (l) three activities initiated in Mali, Burkina Faso, and India concerned with enhancing the role of women in the implementation of the Convention and with translating relevant parts of the Convention into local languages;
- (m) a project for the introduction of the Convention's participatory approach in the work programme of African intergovernmental organizations;
- (n) a project for enhancing the ratification and implementation of the Convention by Italian NGOs;
- (o) preparation of information material on the Convention addressed to Northern countries;
- (p) financial assistance to the Association for the Protection of Nature (APN-Sahel) for the printing and distribution of a simplified Convention kit translated into local languages; and
- (q) assistance to NGOs to promote World Day to Combat Desertification and Drought through media events in their regions.

42. In addition, NGO participation in INCD sessions has also been facilitated through contributions to the Trust Fund.

43. Costs incurred in the current biennium through June 1997 in connection with the above grass-roots organizations' activities include US\$ 23,500 in consultancies, US\$ 290,000 for the travel of resource persons from NGOs, US\$ 39,700 in staff travel to NGO/IGO activities, and US\$ 442,000 in grant payments for the above activities.

44. In the second half of 1997, it is planned to:

- (a) facilitate the preparation of papers on enhancing women's influence in the implementation of the Convention;
- (b) facilitate the participation of NGOs at the resumed Tenth INCD Session (Geneva, 18-22 August 1997) and at the COP 1 (Rome, 29 September-10 October 1997);
- (c) provide support to the international NGO meeting on North-South cooperation in the implementation of the Convention;
- (d) facilitate subregional and regional NGO meetings in Africa (Senegal, 8-12 September 1997), Latin America and the Caribbean and in Asia;
- (e) participate in the International Women's Expert Group meeting (Norway, 10-16 August 1997) and facilitate a Women's Forum on enhancing the role of women in the implementation of the Convention and regional preparatory meetings;
- (f) facilitate the preparation and holding of an NGO forum during COP 1;
- (g) continue to provide support to strengthen the institutional capacity of NGOs to facilitate the implementation of the Convention; and
- (h) continue to facilitate pilot projects on desertification control and consultative processes in the framework of the Convention.

45. To enable the facilitation of activities described in the foregoing paragraph, estimated resources would be required as follows: some US\$ 596,500 comprising US\$ 15,000 in consultancies, US\$ 240,000 for the travel of resource persons from NGOs, US\$ 53,500 for travel of Secretariat staff, US\$ 288,000 for grant payments, and some US\$ 77,500 for the related 13% programme support costs.

46. Taking into account the costs of the various projects and activities envisioned during this biennium as discussed above, and given the current status of the Trust Fund, the INCD may wish to call upon potential donors to contribute to the Fund and give further guidance to the Executive Secretary concerning its future use.

IV. SPECIAL VOLUNTARY FUND: 1996-1997

Recorded costs January 1996 - June 1997:	\$ 1,444,000
Plus 13% Programme support costs	\$ 187,700
Total recorded 1996-1997 expenditures	<u>\$ 1,631,700</u>

47. The status of contributions received and outstanding pledges for the Special Voluntary Fund are shown in Annexes IV and V respectively. A short table on the current biennium expenditures reported under this Fund is reflected in Table 2 of Annex II.

48. During the first 18 months of the current biennium, some US\$ 465,100 in costs were incurred to finance the travel of 90 participants from 66 eligible countries to the Eighth INCD Session (Geneva, 5-16 February), US\$ 449,900 to finance the travel of 100 participants from 67 eligible countries to the Ninth INCD Session (New York, 3-13 September), US\$ 449,100 to finance travel of 98 participants from 65 eligible countries to the Tenth INCD Session (6-17 January 1997); and US\$ 79,900 to facilitate the attendance of some participants from least developed countries to INCD-related meetings (e.g. Benchmark and Indicators meeting in Geneva, Asian Ministerial Conference in Beijing, 13-15 May 1997, Pan-African Conference in Ouagadougou, 18-21 March 1997).

49. For the remaining 6 months of 1997, it is estimated that some US\$ 353,000 would be required to finance the travel of 110 participants to the Resumed Tenth INCD Session (Geneva, 18-22 August 1997), and some US\$ 539,000 to finance travel of 110 participants to the first Conference of the Parties (Rome, 29 September-10 October 1997).

50. After deducting total estimated 1996-1997 expenditures of US\$ 2,639,700 (inclusive of the 13% programme support costs) and after providing for the required 1997 operating cash reserve (estimated at US\$ 204,700), a balance of approximately US\$ 516,500 will remain available for 1998 assuming receipt of all outstanding pledged contributions in 1997. In allocating the remaining funds, priority will continue to be given to least developed countries affected by drought and desertification. As in the past, the Secretariat will circulate during the COP, as Addendum 1 to this document, a list of countries whose participation has been financed through the Fund, together with an up-dated status of contributions and outstanding pledges received for the Trust Fund and the Special Voluntary Fund.

V. SECRETARIAT STAFFING SITUATION: 1997

51. The staffing situation of the Secretariat as of 30 June 1997 is shown in Annex VI. It does not include consultants or temporary staff hired to assist the Secretariat during sessions of the Committee but includes staff the recruitment of whom are in progress.

52. The table provides the staffing distribution of the Secretariat by main fields of activities and also provides the category/level and sources of funding for each corresponding post. Due to the minimal level of staffing, it is important to recognize that staff members are often called upon to perform other duties, depending on the Secretariat's workload at any given time.

53. The following information is of relevance to the Secretariat's current staffing situation as reflected in Annex VI:

- (a) Canada, Sweden and Switzerland each continue to fund the services of one professional staff member.
- (b) WMO continues to second one professional to the Secretariat and has contributed to the funding of one general service staff member.
- (c) Italy has seconded a Junior Professional Officer (JPO) to the Secretariat.
- (d) China has partially funded the services of one professional staff member.
- (e) Nine staff members are currently funded from unearmarked contributions to the trust fund.
- (f) Three staff members are funded from the United Nations' Support Account (one of whom as from April 1997 when his post under the Regular Budget had to be frozen due to the financial crisis).
- (g) Procedures are now in progress for the recruitment of:
 - (i) one staff member (P-4) to fill a vacant post under the Regular Budget (post is again available for use after having been frozen due to the financial crisis);
 - (ii) one staff member (P-4) to be financed from unearmarked contributions to the trust fund;
 - (iii) one staff member (P-3) to be financed by Japan; and
 - (iv) two JPOs: one to be funded by Germany and the other by Spain.

54. Administrative support to the Secretariat continues to be provided by a Geneva based Administrative Unit of the Department for Policy Coordination and Sustainable Development (DPCSD) consisting of one professional officer and three general service staff.

55. Finally, it should be noted that contractual arrangements relating to staff members financed from the Trust Fund continue to be of a short-term nature owing to the uncertainty of funding, and that the quality and level of service that can be provided by the Secretariat to the COP is influenced and limited by the level and timely receipt of contributions to the Trust Fund for Secretariat support.

VI. PROJECTIONS FOR 1998

56. The estimated 1998 regular budget resources to be authorized by the General Assembly for the Secretariat is still not known at the time of printing of this document. However, it would be reasonable to expect that it would provide for resources for staff, travel, consultancies, communications, and other standard operating expenses at the same proportionate level, i.e., an equivalent of one year of the current 1996-1997 biennium appropriation.

57. Activities which the Secretariat might support in 1998 utilizing contributions to the Trust Fund and the Special Voluntary Fund are provided in Annex VII. Obviously the activities finally carried out would depend on the precise amount of contributions received and the wishes of the contributing countries and organizations.

ANNEX I

REGULAR BUDGET

TOTAL ALLOTMENT AND EXPENDITURES INCURRED
BY OBJECT OF EXPENDITURE
(US DOLLARS) 1/

BIENNIUM 1996-1997

OBJECT OF EXPENDITURE	TOTAL ALLOTMENT 1996-1997	TOTAL EXPENDITURES 1996-1997 1/	BALANCE OF ALLOTMENT 1996-1997
010 Established posts	1,535,900.00	1,084,146.03	451,753.97
030 General temp. assistance 2/	-	49,689.89	(49,689.89)
040 Consultants	505,800.00	502,252.33	3,547.67
050 Overtime & night differential	10,200.00	360.55	9,839.45
100 Common staff costs	489,500.00	379,405.50	110,094.50
113 Representation allowance	1,200.00	900.00	300.00
242 Other official travel of staff	282,900.00	280,011.97	2,888.03
434 Rental and maintenance of data processing equipment	10,400.00	8,731.86	1,668.14
440 Communications	77,800.00	75,562.26	2,237.74
451 Official functions	6,600.00	182.22	6,417.78
490 Miscellaneous services	18,400.00	3,097.75	15,302.25
500 Supplies and materials	16,600.00	4,890.20	11,709.80
610 Office furniture and equipment	9,300.00	9,205.92	94.08
TOTAL	2,964,600.00	2,398,436.48	566,163.52

1/ Based on the United Nation's Allotment Report as at 30 June 1997

2/ Includes some salary charges related to previous biennium

ANNEX II

TOTAL EXPENDITURES INCURRED BY OBJECT OF EXPENDITURE
(US DOLLARS) *

BIENNIUM 1996-1997

(as at 30 June 1997)

Table 1. TRUST FUND FOR SUPPORTING THE NEGOTIATING PROCESS

Object code	Description	Expenditure
030	General temporary assistance	922,104.71
040	Consultants' fees and travel	474,063.51
060	Ad hoc expert groups	1,917.84
080	Personal service contracts	71,601.00
210	Travel of participants and representatives	662,189.48
242	Other official travel of staff	565,364.00
330	External translation/interpretation contracts	54,763.81
350	External printing and binding	91,150.60
360	Public information production costs	25,305.00
391	Advertising and promotion	15,546.69
400	General operating expenses	81,061.54
500	Supplies and materials	10,526.63
830	Grants and contributions	1,211,005.63
	<u>Sub-total expenditures</u>	<u>4,186,600.44</u>
	13% UN programme support costs	544,258.05
	<u>Total expenditures</u>	<u>4,730,858.49</u>

Table 2. SPECIAL VOLUNTARY FUND

Object code	Description	Expenditure
210	Travel of participants and representatives	1,443,995.70
	13% UN programme support costs	187,719.44
	<u>Total expenditures</u>	<u>1,631,715.14</u>

* Based on the United Nations' Allotment Report as at 30 June 1997

ANNEX III
CONTRIBUTIONS TO THE TRUST FUND FOR SUPPORTING THE NEGOTIATING PROCESS
AS AT 30 JUNE 1997
(US DOLLARS)

Donor country/ Organisation	1993	1994	1995	1996	1997	Total
Antigua/Barbuda	-	-	-	1,250	-	1,250
Austria	-	-	-	15,000	-	15,000
Australia	34,915	86,160	-	50,000	-	171,075
Belgium	-	-	-	63,619	-	63,619
Canada	134,982	134,380	147,620	152,206	179,315	748,503
China P. R.	-	-	-	50,000	50,000	100,000
Cyprus	1,000	-	-	-	-	1,000
Denmark	-	200,000	244,410	453,000	99,982	997,392
Finland	-	89,522	-	-	-	89,522
France	105,542	15,842	-	-	-	121,384
Germany	-	-	-	192,221	-	192,221
Greece	-	5,000	-	-	-	5,000
Israel	-	-	3,158	-	-	3,158
Italy	-	-	-	46,919	161,812	208,731
Japan	-	123,300	505,330	587,185	-	1,215,815
Kenya	-	5,000	-	-	-	5,000
Netherlands	555,139	-	-	935,211	126,279	1,616,629
Norway	187,971	62,978	255,200	254,562	-	760,711
Spain	-	-	-	235,393	382,671	618,064
Sweden	-	128,287	134,000	-	139,982	402,269
Switzerland	125,310	468,884	535,380	390,132	125,000	1,644,706
Tunisia	-	2,000	-	-	-	2,000
U.S.A.	200,000	150,000	-	15,000	-	365,000
IFAD	-	-	200,000	200,000	-	400,000
Islamic Devlp. Bank	-	-	-	3,000	-	3,000
EC	-	-	64,875	-	-	64,875
WMO	-	-	32,468	89,655	-	122,123
UNEP	300,000	50,000	80,000	-	-	430,000
TOTAL	1,644,859	1,521,353	2,202,441	3,734,353	1,265,041	10,368,047

ANNEX IV

CONTRIBUTIONS
TO THE SPECIAL VOLUNTARY FUND
RECEIVED AS AT 30 JUNE 1997
(US DOLLARS)

Donor country/ Organisation	1993	1994	1995	1996	1997	Total
Antigua/Barbuda	-	-	-	1,250	-	1,250
Australia	-	65,735	-	100,000	-	165,735
Austria	-	10,000	-	25,000	-	35,000
Benin	-	1,000	-	-	-	1,000
Canada	77,662	-	86,095	-	70,343	234,100
Denmark	199,985	-	-	200,000	100,000	499,985
France	103,999	64,540	-	-	-	168,539
Germany	185,827	-	41,634	-	-	227,461
Greece	-	5,000	-	-	-	5,000
Ireland	-	71,500	16,391	15,962	15,634	119,487
Italy	90,744	-	-	46,919	-	137,663
Japan	-	300,000	200,000	300,000	-	800,000
Korea	-	50,000	-	-	-	50,000
Malaysia	-	-	10,000	-	-	10,000
Netherlands	-	-	-	100,000	-	100,000
Norway	199,985	226,359	200,000	254,562	-	880,906
Panama	-	-	500	-	-	500
Portugal	-	15,000	-	-	-	15,000
Spain	42,024	19,985	26,479	-	-	88,488
Sweden	262,280	-	150,128	-	-	412,408
Switzerland	66,013	-	70,000	-	-	136,013
United Kingdom	111,727	-	-	-	-	111,727
U.S.A.	50,000	-	-	-	-	50,000
E.C.	-	-	64,875	-	57,250	122,125
TOTAL	1,390,246	829,119	866,102	1,043,693	243,227	4,372,387

ANNEX V
OUTSTANDING PLEDGES
RECEIVED AS AT 30 JUNE 1997

Donor country/Organization	Trust Fund for Supporting the Negotiating Process	Special Voluntary Fund
Canada	CDNS 285,500	CDNS 5,000
Denmark	US\$ 360,000	US\$ 150,000
Denmark (for 1998)	US\$ 125,000	
France	FF 40,000	-
Germany	-	DM 300,000
Italy	Liras 500 million	-
Japan	US\$ 676,100	US\$ 200,000
Norway	NOK 385,000	NOK 1,400,000
Switzerland	US\$ 210,058 + CHF 50,000	
U.S.A.	US\$ 80,000	
E.C.	ECU 50,000	

ANNEX VI

UNCCD SECRETARIAT STAFFING SITUATION AS OF 30 JUNE 1997

Office/functional title	Category/ level	Source of funding					Total number of staff
		Regular budget	Extrabudgetary funding			Support account	
			Trust Fund	JPO	Secondment		
Executive Direction & Management							
A. Professional & above:							
Executive Secretary	D-2	1	-	-	-	-	1
Deputy Executive Secretary	D-1	1	-	-	-	-	1
Sub-total A:		2	-	-	-	-	2
B. General Service:							
Secretary	GS	1	-	-	-	-	1
Clerk/Messenger	GS	1*	-	-	-	1*	1
Registry/Filing Assistant	GS	-	-	-	-	1	1
Sub-total B:		2	-	-	-	1	3
Unit total A + B:		4	-	-	-	1	5
Substantive support to INCD & Legal Advice Unit							
A. Professional & above:							
Legal Adviser & Coordinator	P-5	-	(Canada) 1	-	-	-	1
Senior Scientific Adviser	P-5	-	-	-	(WHO) 1	-	1
Legal Officer	P-3	-	(Sweden) 1	-	-	-	1
Asst. Liaison Officer/Rome	L-2	-	-	(Italy) 1	-	-	1
Sub-total A:		-	2	1	1	-	4
B. General Service:							
Secretary	GS	-	1	-	-	-	1
Unit total A + B:		-	3	1	1	-	5

Office/functional title	Category/ level	Source of funding					Total number of staff
		Regular budget	Extrabudgetary funding				
			Trust Fund	JFO	Secondment	Support account	
Action Facilitation Unit							
Africa							
A. Professional & above: Coordinator	P-5	-	(Switzerland) 1	-	-	-	1
Programme Officer	P-4	1	1**	-	-	-	2
Associate Programme Officer	P-2	-	1	-	-	-	1
Sub-total A:		1	3	-	-	-	4
B. General Service: Secretary	GS	-	(WMO) 1	-	-	-	1
Asia							
A. Professional & above: Coordinator	P-5	1	-	-	-	-	1
Programme Officer	P-3	-	(Japan)** 1	-	-	-	1
Programme Officer	P-3	-	(China)*** 1	-	-	-	1
Sub-total A:		1	2	-	-	-	3
B. General Service Secretary	GS	-	-	-	-	1	1
Latin America & the Caribbean							
A. Professional & above: Coordinator	P-5	-	1	-	-	-	1
Associate Expert	L-2	-	-	(Spain)** 1	-	-	1
Sub-total A:		-	1	1	-	-	2
B. General Service: Secretary	GS	-	1	-	-	-	1

Office/functional title	Category/ level	Source of funding					Total number of staff
		Regular budget	Trust Fund	JPO	Secondment	Support account	
Northern Mediterranean & Europe A. Professional & above: Associate Expert	L-2	-	-	(estimate) **1	-	-	1
UNIT TOTAL As + Bs:		2	8	2	-	1	13
External Relations & Public Information							
A. Professional & above: Coordinator	P-3	1	-	-	-	-	1
Associate Expert	L-2	-	-	-	-	-	-
Sub-total A:		1	-	-	-	-	1
B. General Service NGO Liaison Assistant	GS	1	-	-	-	-	1
Public Info/Media Liaison	GS	1	-	-	-	-	1
Assistant	GS	-	1	-	-	-	1
Reference Unit Clerk/Typist							
Sub-total B:		2	1	-	-	-	3
Unit total A + B:		3	1	-	-	-	4

Office/functional title	Category/ level	Source of funding					Total number of staff
		Regular budget	Trust Fund	JPO	Secondment	Support account	
Administrative & Systems Support Unit							
A. Professional & above: Chief of Administration Information Systems Support Officer	P-4 P-3	1 -	- 1	- -	- -	- -	1 1
Sub-total A:		1	1	-	-	-	2
B. General Service: Administrative Assistant Administrative Clerk Computer Information Systems Clerk	GS GS GS	2 - -	- - 1	- - -	- - -	- 1 -	2 1 1
Sub-total B:		2	1	-	-	1	4
Unit total A + B		3	2	-	-	1	6
Grand Total A	Ps & above GS	6	9	3	1	-	19
Grand Total B		6	5	-	-	3	14
GRAND TOTAL		12	14	3	1	3	33

* Regular budget post frozen for 9 months due to financial crisis and staff member financed by support account during period of freeze
 ** Expected to come on board between July and December 1997
 *** Funded partially by China and partially by unearmarked contributions

ANNEX VII

A. TRUST FUND: 1998 COST PLAN

List of activities which the Secretariat might support

(Estimated costs inclusive of 13% programme support costs)

I. ORGANIZATION OF NATIONAL AWARENESS SEMINARS AND OTHER PREPARATORY ACTIVITIES AT THE NATIONAL LEVEL

A. Africa

1. Assistance, through the services of consultants, in the preparation of National Action Programmes (NAPs) (\$51,900);
2. Substantive support to 10 National Fora where NAPs will be discussed (\$62,200);
3. Substantive and financial support to 10 Workshops/seminars to enable the launching of consultative processes on the Convention (\$175,200);
4. Institutional support to strengthen the capacities of national coordination bodies involved with the implementation of the Convention (\$316,400).

B. Asia

1. Substantive and financial support to some 10 National Awareness Seminars (\$167,200);
2. Substantive and financial support to experimental projects/institutional support to strengthen the capacities of national coordination bodies involved with the implementation of the Convention (\$524,300);
3. Translation of Convention documents in Farsi, Urdu and Hindi (\$17,000).

C. Latin America & the Caribbean

1. Substantive and financial support to 5 National Awareness Workshops (\$93,200);
2. Assistance to countries in the region in the preparation of their national action programmes. Consultants will be hired to prepare some 8 documents (\$45,200);
3. Institutional support to strengthen the capacities of 5 national coordination bodies involved with the preparation of national action programmes and to facilitate the implementation of the Convention (\$113,000);
4. Assistance in launching campaigns in different countries in the region to ratify and implement the Convention (\$45,400).

II. SUBREGIONAL CONSULTATION PROCESSES

A. Africa

1. Development, through the services of consultants, of priority areas of subregional action programmes (SRAPs) (\$90,400);
2. Technical and financial assistance to develop on-going pilot projects in Maghreb and Sahel border areas (\$134,500);
3. Support to enable the travel of some 12 participants to meetings of the Multidisciplinary Scientific and Technical Consultative Committee of subregional organizations (\$113,000);
4. Substantive and financial support to meetings on SRAP implementation (\$361,600);
5. Support for the establishment of desertification information systems in subregional organizations (\$90,400).

B. Asia

1. Assistance, through the services of a consultant, in project formulation following up the Subregional Consultation for Western Asia (\$11,300);
2. Substantive and financial support to the Subregional Expert Group for the Commonwealth of Independent States (CIS) countries (\$22,600).

C. Latin America & the Caribbean

1. Substantive and financial support to workshops on the subregional action in the Chaco region (Bolivia, Paraguay, Brazil and Argentina), in the Caribbean and in Central America (\$242,400).

III. REGIONAL AND INTER-REGIONAL CONSULTATION PROCESSES

A. Africa

1. Support, through the services of a consultant, of the formulation of the Regional Action Programme (RAP) for Africa (\$27,100);
2. Substantive support to 4 meetings discussing the RAP for Africa (\$25,000);
3. Substantive and financial support to a Forum on the RAP (\$247,400);
4. Institutional support to the African Regional Coordination Unit on the CCD (\$169,500);
5. Substantive support to the Africa/Latin America Forum on the Convention (\$21,400);
6. Substantive support to the Africa/Asia Forum on the Convention (\$21,400).

B. Asia

1. Facilitation of the organization of an expert group and the elaboration of an inter-regional action plan for the CIS area (\$79,100);
2. Drafting of substantive documents for the thematic areas of the RAP for Asia (\$33,900);
3. A consultancy study on the global impact of desertification on Asian societies (\$42,400);
4. Substantive support to the Regional Expert Group Meeting on the RAP for Asia (\$299,500);
5. Substantive support to an Asian National Focal Points Meeting (\$83,600);
6. Printing of the Study on the Impact of Desertification in Asia and thematic documents produced under the RAP process (\$33,900).

C. Latin America & the Caribbean

1. Substantive and financial support to the Fourth Annual Regional Meeting on the Convention (\$175,200);
2. Substantive and financial support to the 5-day Regional Symposium on Drought (\$139,100);
3. Substantive support in the establishment in Mexico of a Regional Coordination Unit on the CCD (\$152,600);
4. Substantive and financial support to the Inter-Agency Meeting to Coordinate Actions on the CCD (3 days in Mexico) (\$83,100).

D. Northern Mediterranean

1. Participation in meetings related to the Northern Mediterranean and in other task forces, inter-agency meetings and expert groups (\$45,200).

IV. PUBLIC INFORMATION

A. Publications and information-related activities

1. Continue publication of the CCD Quarterly Newsletter (\$20,400);
2. Reports / framework papers on Convention-related activities in various regions (\$7,900);

3. Production of CCD Kit comprising Convention booklet, 10 fact sheets, explanatory leaflet and folder (\$113,000);
4. Update of CCD simplified guide entitled "Down to Earth" (\$118,700);
5. Press releases during sessions of the Conference of the Parties and on the occasion of the World Day to Combat Desertification) (\$13,600);
6. Strengthening of the information dissemination capabilities of the secretariat, including the Secretariat World Wide Web site, an interactive CD-Rom and printed material (\$74,600);
7. Establishment of a specialized reference unit on the Convention to house official CCD documents and relevant reports and publications (\$118,700);
8. Production of a video report (15-28 minutes) on a topic related to desertification (\$56,500).

B. Promotion and advertising

1. Printing of posters and flyers on a theme such as desertification and poverty, desertification and youth, or desertification and women (\$18,100);
2. Production of caps, pens, and pencils to be used at various meetings in particular on World Day to Combat Desertification (\$17,000);
3. Production and distribution of a song on desertification on compact disc (\$22,600).

C. Special events

1. Sponsorship of a round-table discussion on the occasion of World Day to Combat Desertification as well as a drawing/writing competition for youth or a similar activity (\$175,200);
2. A picture exhibit on a desertification theme (\$22,600).

V. INVOLVEMENT OF GRASS-ROOTS ORGANIZATIONS IN THE IMPLEMENTATION OF THE CONVENTION

A. National level NGO activities

1. Response to NGO requests for assistance to enhance their national level institutional capacity to contribute to NAPs including coordinating their own input (\$282,500);
2. Support to NGOs in connection with raising awareness on the occasion of World Day to Combat Desertification (\$22,600).

B. Subregional level NGO activities

1. Facilitation of the exchange of NGO experiences and information by supporting and participating in some 5 subregional level NGO/Government fora (\$137,100).

C. Regional, inter-regional and global level NGO activities

Facilitation of:

1. Exchange of NGO experiences and information on a regional level in four NGO/Government fora (\$220,400);
2. Participation of NGOs in global meetings such as the Conference of the Parties and its subsidiary bodies, including preparatory work required (\$180,800);
3. Two workshops on the promotion of north/south and south/south NGO partnerships (\$144,100);
4. Five NGO workshops and documentation on issues related to the Convention: CST-local area development; local technology and Global Mechanism - national desertification funds (\$77,700);
5. NGO studies and reports on the participatory approach, consultative mechanisms, enhancing the role of women, community awareness raising materials, community science and local technology (\$56,500);

VI. SUBSTANTIVE SUPPORT TO THE COP AND ITS SUBSIDIARY BODIES

Depending on the guidance of the COP, facilitation of Ad Hoc Panels or other meetings on networking of institutions, on benchmarks and indicators and on research priorities, including meetings with a background paper to be written-up by a consultant and participants travel (\$271,200).

VII. SECRETARIAT OPERATIONS RELATED TO THE ABOVE ACTIVITIES

- A. Personnel-related costs covering:
1. Salaries and related costs: twelve months for 14 staff members (three P-5s, one P-4, four P-3s, one P-2 and five general service (GS) staff and six months of GS temporary assistance for peak workload periods (\$1,444,100);
 2. Temporary assistance for meetings required during sessions of the COP, including overtime of conference-servicing and Secretariat staff (\$52,000).
- B. Consultancies and personal service contracts for studies and activities not covered above which the Secretariat may be called upon to undertake (\$95,000).
- C. Other official travel of staff not provided for elsewhere in this document, including in relation to the future site and establishment of the Permanent Secretariat (\$169,500).
- D. General operating expenses for supplies, rental and maintenance of furniture and equipment, including data processing equipment and office automation equipment (\$72,000).
- E. Communication costs including postage, long distance calls, faxes, cables, and internet lease (\$98,300).
- F. Hospitality costs for official functions during meetings of the Conference of the Parties and its Subsidiary Bodies and during consultations with Governments (\$11,300).
- G. Replacement, and acquisition for new staff members, of furniture and equipment including data processing and office automation equipment and software (\$91,500).

B. SPECIAL VOLUNTARY FUND: 1998 COST PLAN

Based on current experience, it is projected that the travel of some 110 participants to the Second Conference of the Parties will be financed from the Special Voluntary Fund at an estimated cost of US\$ 621,500, inclusive of 13% programme support costs.